

At West Ryde Anglican Church we recognise our responsibilities with regard to dealing carefully and properly with the information we collect and retain for our ministry purposes.

We seek to comply with the [National Privacy Principles](#), as summarised below:

1. **Collection of Information** – we collect information only for the purposes of the ministry and related activities of West Ryde Anglican Church. No one is under any compulsion to give us any personal information unless they wish to.
2. **Use and Disclosure of Information** – we use information only for the purposes we have declared. Permission will be sought before using the information in any other way.
3. **Data Quality** – we will endeavour at all times to keep our personal information complete, accurate and up to date.
4. **Data Security** – we will protect personal information from unauthorised disclosure and misuse. We will usually destroy or permanently de-identify personal information when we no longer need it.
5. **Openness** –our privacy policy is available to anyone who wishes to see it.
6. **Access and Correction** – we undertake to provide individuals with access to their personal information and to take reasonable steps to correct any errors.
7. **Identifiers** – we will not use any Government or agency identifiers to identify an individual.
8. **Anonymity** – if requested, where lawful and practicable we will deal with people who prefer to remain anonymous.
9. **Transborder Data Flow** – we will not transfer any personal information to any overseas organisation which is not subject to similar Privacy laws to those of Australia.
10. **Sensitive information** – when we collect sensitive information (eg health, race, ethnic origins, religious beliefs, etc) it will be only in relation to the ministry of West Ryde Anglican Church