

# ENGAGE

EQUIPPING LEADERS TO ENGAGE, HANDLE & TEACH GOD'S WORD

## PRIVACY POLICY

VERSION: 1.0  
EFFECTIVE DATE: 03 November 2021

## VERSION RELEASE HISTORY

Version	Effective date	Remark
1.0	03 Nov 2021	Initial version

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## **1. INTRODUCTION**

### **1.1. Purpose and scope**

This policy sets out our privacy policy on how Engage manages the personal information including the purpose, the kinds of information, method of collection and the use of information.

## **2. PRIVACY POLICY**

### **2.1. Purpose**

Engage collects, holds and uses personal information about volunteers, attendees and children attending the Engage Leaders Conference. This information is reasonably necessary for or related to the ministry provided by Engage. Engage will only use this information for the purposes for which it was collected or for a reasonably expected or a related secondary purpose.

### **2.2. Kinds of information collected**

Kinds of information Engage collects and holds may include:

- (a) Name
- (b) Gender
- (c) Address
- (d) Phone number(s)
- (e) Email address
- (f) Date of Birth
- (g) Bank account/credit card details
- (h) Medical information for the management of medical conditions during the conference
- (i) Additional needs
- (j) Dietary requirements
- (k) Home church
- (l) Emergency Contact names and contact details

of Engage volunteers, attendees and children at the Engage Leaders Conference.

### **2.3. Method of Collection**

Information is collected via the conference registration process and any necessary additional means, such as via e-mail, as required.

## **2.4. Use and Disclosure of Personal Information**

Personal information will only be used and disclosed for the purposes of providing ministry during the Engage Leaders Conference and for the purposes of communicating to conference volunteers and attendees about the Engage Leaders Conference. Personal information will also be used and disclosed for health and safety reasons during the Engage Conference (for example, should an ambulance need to be called to attend a medical emergency at the conference).

Engage will not otherwise disclose personal information to a third party for any other purpose without consent unless it is authorised or required by law.

## **2.5. Access and Correction**

Volunteers and attendees may request access to their personal information held by Engage. Requests must be made in writing via e-mail to [engageleadersconference@gmail.com](mailto:engageleadersconference@gmail.com).

If at any time a volunteer or attendee wishes to correct personal information held about them by Engage they are able to do so in writing via e-mail to [engageleadersconference@gmail.com](mailto:engageleadersconference@gmail.com).

## **2.6. Information Storage and Security**

Personal information collected by Engage will be stored securely in either paper or electronic form by Engage. Only individuals authorised by the Engage Committee may access personal information and only for the purposes outline in this privacy policy. Engage will take reasonable steps to protect any personal information held by Engage from unauthorised access, modification, misuse, loss and disclosure.

## **2.7. Complaints and Feedback**

Privacy complaints and feedback may be made in writing via e-mail to [engageleadersconference@gmail.com](mailto:engageleadersconference@gmail.com). The Engage Committee will take reasonable steps to investigate the complaint and respond to the complainant. If a complainant is not happy with the response the complainant may complain directly to the Office of the Australian Information Commissioner.