

ENGAGE

EQUIPPING GOD'S PEOPLE TO ENGAGE WITH, HANDLE AND TEACH GOD'S WORD

PRIVACY POLICY

VERSION: 1.1
EFFECTIVE DATE: 30 Aug 2023

VERSION RELEASE HISTORY

Version	Effective date	Remark
1.1	30 Aug 2023	Rebranding Update kinds of information collected
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 and attendees at the Engage 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
- (e) Email address
- (f) Date of Birth
- (g) Bank account/credit card details
- (h) Additional needs
- (i) Dietary requirements
- (j) Home church
- (k) Emergency contact names and contact details

of Engage volunteers and attendees at the Engage 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 at the Engage Conference and for the purposes of communicating to conference volunteers and attendees about the Engage 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 engageconferenceau@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 engageconferenceau@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 outlined 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 engageconferenceau@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.