

PRIVACY POLICY STATEMENT

The Presbytery of Western Victoria acknowledges and respects the privacy of individuals. We support and endorse the National Privacy Principles contained in the *Privacy Amendment (Private Sector) Act 2000* and will comply with these principles whenever personal information as defined by the Act is collected by us.

In accordance with the National Privacy Principles

1. We will only collect personal information from you with your prior knowledge and consent;
2. We will only use personal information provided by you for the purposes for which it was collected;
3. We will not disclose your personal information to a third party without your consent;
4. We will not disclose your personal information to other institutions and authorities except if required by law or other regulation;
5. We will remove personal information from our records when it is no longer required (except where archiving is required);
6. We have processes and policies to protect the personal information that we have under our control from:
 - * unauthorised access;
 - * improper use;
 - * alteration;
 - * unlawful or accidental destruction and accidental loss.
7. You may access your information on written request to the Presbytery Secretary.
8. The following people occupy positions in the Presbytery which would require them to collect or store personal information: The Presbytery Ministers, The Presbytery Chairperson, The P.R.C. Chairperson, the Presbytery Secretary, the Presbytery Treasurer. At present the Rev David Thompson is overseeing the collection of information for the Presbytery Directory.

Our contact details are as follows:

Presbytery of Western Victoria
P.O. Box 4157,
Alfredton, 3350