

Privacy Policy

Version 1.0

Ratified by the State Trustees of Victoria on 19 February 2023.

Definitions

CICV refers to the Christian Israelite Church of Victoria.

Officers refers to judges and judgesses of church bodies within Victoria, and the male and female state trustees of Victoria. It also applies to interstate judges, judgesses, and trustees who may temporarily perform a role within the CICV.

Other leaders refers to those who lead a church program, service, or activity, such as preachers, door keepers, Sunday School teachers, and choir directors.

Members refers to any person who is a registered member of the CICV.

Personal information refers to information, in material form or otherwise, about an individual whose identity is apparent or can be reasonably ascertained. As outlined by the Office of the Australian Information Commissioner, personal information relates to a natural person or individual, which does not include a deceased person (unless the information about the deceased person also includes information or an opinion about a living individual who can be reasonably identified).

Purpose

The purpose of this policy is to outline what personal information the CICV will collect, handle, and share. While neither the Privacy Act (1988) nor the Privacy (Private Sector) Amendment Act 2000 applies to the CICV, the CICV remains committed to handling personal information with care and with consideration to the National Privacy Principles. This includes transparency around when and what information will be shared, which this policy outlines.

Scope

This policy applies to all people associated with the CICV, including officers, other leaders, members, and non-members who have registered on a mailing list.

Policy Statement

Collection of Information

The CICV collects information and maintains records concerned with the functioning of the church, including the following details about its members:

1. Their full name
2. Their gender
3. The church body and nation where they became a member
4. Their membership status (that is, uncovenanted or covenanted)
5. Their residential and postal address
6. Their phone number(s)
7. Their primary email address
8. Cleaning and lighting payment records
9. Records of child safety breaches/child-related mandatory reports that involves or includes them

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10. Records of complaints and resolutions
11. Indictments.

Judges and judgesses have access to members' other payment records by virtue of electronic banking statements, however, this information is not specifically collected and not otherwise recorded.

The CICV will collect and hold non-members' names, and postal and email addresses, where they have elected to be on a mailing list.

Use of Information

The above information is used in the following ways:

- Items 1-4 are recorded in the *Register of Members for Doorkeepers*, which supports doorkeepers in their role, that is, to admit people into church services and meetings insofar as their membership allows;
- Items 1-7 are recorded in the *Member's Directory*, which allows the local judge and judgess to have a record of the members in their care and to contact them if needed (senior trustees can also request access to this if needed);
- Item 8 is used to ensure members are adhering to Law 28 of *The General Assemblies Guide*, which requires a regular cleaning and lighting payment;
- Item 9 is used to ensure the CICV meets the Victoria Child Safety Standards, in line with the *CICV Child Safety Policy and Procedure*;
- Items 10-11 are used for reference should the same or a similar complaint arise in future, or should a concern arise about how a complaint or indictment was dealt with, with consideration to the *CICV Respectful Behaviours* policy;
- Non-members' information is only used for the purposes of mailing lists where they have elected to register on one.

The CICV is committed to ensuring that personal and private information is only used for the purpose it was collected for.

Sharing of Information

The above information is shared in the following ways:

- Items 1-4 are shared with a member's doorkeepers, judge and judgess, and the Christian Israelite Church's registrar;
- Items 5-7 are shared with a member's judge and judgess and the Christian Israelite Church's registrar;
- Item 8 is accessible to the judge and judgess only and is not otherwise shared;
- Item 9 is accessible to the judge and judgess (unless they are the subject of the report) and shared with the state trustees of Victoria (or the national trustees, if a state trustee is the subject of the report). Where the matter includes a child protection or sexual offences issue, the report will be shared with Victoria's *Department of Families, Fairness, and Housing (DFFH) – Child Protection* and/or *Victoria Police* as needed and in line with mandatory reporting requirements and the *CICV Child Safety Policy and Procedure*;
- Item 10 is shared with the first officer who oversees the member who is not included in the complaint (usually the judge and judgess);
- Item 11 is shared with a member's judge and judgess, the jury, and the individual who is the subject of the indictment.

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The CICV will not provide contact details of members or non-members to any external third party without verbal or written consent, unless compelled to do so by the laws of the land, such as for child safety and mandatory reporting requirements.

Removal of Personal Information

Where a person no longer wishes to remain a member of the church or on a mailing list, the CICV will destroy all records of their personal information except where it relates to child safety, complaint, and indictment records, which will be held for 7 years. Past members' names and signatures will remain in the members' signing book.

Access & Changes to Personal Information

All members and non-members have the right to access the personal information the CICV may hold about them. A member can request access by contacting their local judge or judgess, or by emailing the Christian Israelite Church Privacy Administrator at privacy@cicchurc.asn.au. A member can also contact them to correct or change their personal information, such as if they move addresses.

Storage of Information

The CICV will take all reasonable steps to ensure personal information is stored safely and securely, so that only the individual whose information it is and the persons noted above can access it, and only for the purpose for which it was collected.

Access to Historical Documents

As noted in the definition above, personal information relates to living individuals only. As such, members and non-members may request access to historical documents relating to their deceased family members, as this information is no longer personal nor covered by the principles in this policy. However, the only personal information the CICV will have is the book in which the deceased person initially signed up to become a member. Other, non-personal information such as written correspondence may be available if it does not disclose church affairs or a living person's information. Such requests are to be directed to the local judge and judgess where the deceased member attended, or, if that body no longer exists, to the state trustees.

Unsolicited Information

Where the CICV receives unsolicited personal information that concerns a non-CICV person, and/or that is beyond what has been listed above, the CICV will notify the individual concerned of the occurrence and return and/or destroy the information.

Non-Compliance

Issues of non-compliance include collecting, using, and sharing personal information beyond what is noted in this policy.

Issues of non-compliance are to be reported to the local judge and judgess, or the state trustees where the matter concerns the local judge or judgess. The officers will then inform the individual(s) whose personal information has been compromised and take steps to both rectify the situation and prevent similar occurrences in future. Any issues of non-compliance will be investigated, and the outcome may result in a review of a member's role and duties.

More Information

This policy is informed by the following, which also provide further information around privacy principles:

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- [National Privacy Principles](#)
- [Office of the Australian Information Commissioner](#)