



# THE GOSPEL COALITION AUSTRALIA

## TGCA Privacy and Data Breach Policy

Your personal information is important to us. Our Privacy Policy is about your personal information and explains how we collect such information, what we do with it and how it is protected.

The purpose of this policy is to be open and transparent about the way we handle your information and outline what we do if there is ever an issue or unauthorised disclosure of your information.

Our employees, volunteers, Council, Editorial Panel, partners, and any other third-party entities that, at our direction, have access to your personal information are bound by and must adhere to this Privacy Policy.

By providing your personal information to us, you consent to our collection, use and disclosure of your personal information in accordance with this Privacy Policy.

### **Personal Information Collected**

We collect personal information normally including names, contact phone numbers, contact details, church attended and email addresses. Occasionally we may need to collect other personal information (eg. gender, title, marital status) but in this instance this will be clearly specified and your consent will be sought.

### **How Personal Information is collected**

Information is usually collected directly from you or someone from your company or church who is authorised to provide information. This information can be collected in the following ways:

- Your subscription through our website
- Your correspondence with us
- Having a meeting with you on the phone, through zoom or in person
- Through documents that you have provided to us.

You are to ensure that the personal information you provide us is accurate, up to date and complete.

If you become aware of personal information that we hold about you that is incomplete, inaccurate, irrelevant, or outdated, please contact us and we will take reasonable steps to correct this.

We endeavour to maintain a high standard of records, including the accuracy and completeness of our subscribers information. We may contact you directly to ensure that your records are up to date.

### **Holding personal information**

Your personal information is held in electronic form. All information is backed up on our internal servers and in our cloud storage. You may request at any time that this information be removed from our systems.

If we receive unsolicited information about you that we deem as irrelevant and/or that we would not have access to if solicited, and it is not public information, we will, as soon as reasonably practical destroy or de-identify the information.

### **Our Purposes for the collection, holding, use and disclosure of the personal information**

We collect personal information when it is reasonably required, primarily for the purpose of communication with stakeholders.

Your personal information may be shared internally or with selected third parties. We may disclose any or all of your personal information to:

- Third party suppliers and service providers (for example a communications company or app) and any other third parties required for legal obligations and other privacy exceptions (for example ATO requests).

### **Disclosing personal information to overseas recipients**

Some of our contractors may be located offshore and as a result, we may be required to provide them with your personal information. By providing us with your personal information, you provide your consent for your information to be provided to any offshore contractors in places such as the United States of America. We are careful to ensure that our contractors protect your information under the terms outlined above.

### **Security**

We take all reasonable steps to protect the security of your personal information. If necessary, at your request we will ensure your personal information is destroyed or de-identified.

### **Access and correcting personal information**

You can view your personal information by contacting us via the means listed below. We will provide access to your personal information without excessive delay or cost. You can update, correct or amend your personal information where necessary.

### **Data Breaches**

We take great care to ensure that the personal information held is protected. However, it is possible that personal information may be accessed or disclosed without authorisation or lost. In these unlikely, but not impossible circumstances we will endeavour to do the following:

- Ascertain whether a breach is likely to have occurred,
- What personal information is at risk,
- Take steps to prevent the access or disclosure of personal information, and
- Assess the risk of harm.

In those circumstances where the access or disclosure of personal information would be likely to result in serious harm (for example identity theft), we will:

- Notify you or any individuals who are at risk as soon as possible so that you may mitigate any potential loss.
- Report the data breach to the Office of the Australian Information Commission; and
- Take reasonable steps to prevent further breaches.

## **How to complain if the Australia Privacy Principles are breached**

Should you have a complaint regarding the way we have handled your information, believe a breach of the Australian Privacy Principles has occurred, or have any questions please contact us immediately by email:

[admin@thegospelcoalition.org.au](mailto:admin@thegospelcoalition.org.au)

We will endeavour to resolve your issue as soon as is possible.

Otherwise, you may lodge a complaint with the Office of the Australian Information Commissioner (OAIC) at [www.oaic.gov.au](http://www.oaic.gov.au)

## **Changes to Privacy Policy**

We reserve the right to change and update this Privacy Policy at our sole discretion. It is recommended that you check this policy for updates on a regular basis. Subscription to our website constitutes acceptance of our Privacy policy.

To access or update your information, or if you have any question about the Privacy Policy, please contact us by email at

[admin@thegospelcoalition.org.au](mailto:admin@thegospelcoalition.org.au)

This Policy was adopted on: 10<sup>th</sup> April 2024

This policy was updated on: 10<sup>th</sup> April 2024