

# Christian Federation

## Policy Statement

Christian Federation is a division of River of Life Conference Inc. ABN 24 699 016 115 and our related entities (referred to in this Privacy Policy as “ROLIC”) appreciate that privacy is very important. ROLIC in compliance with the Privacy Act has adopted this Privacy Policy. We recognise the right of people to keep their personal information private.

ROLIC Privacy Policy covers ROLIC’s treatment of personally identifiable information that we collect or hold, like many other organisations, ROLIC must comply with the National Privacy Principles contained in the Privacy Act when dealing with personal information.

## Whole of Church Privacy Policy

All personal information collected by ROLIC will comply with the National Privacy Principles as detailed below and as amended from time to time:

1. Collection
2. Use and disclosure
3. Data quality
4. Data security
5. Openness
6. Access and correction
7. Identifiers
8. Anonymity
9. Transborder data flows
10. Sensitive Information

## Second Generation Privacy Policies

ROLIC has adopted a “whole of organisation” privacy policy, understanding that the work of the various parts of ROLIC is broad ranging and the process to develop and implement an appropriate policy to address the specific needs of each part is complex and cumbersome. Elements of specific policy development (called Second Generation Policies) and implementation are thus delegated to those agencies or parts of ROLIC that have specific privacy considerations.

**Information We Collect.** ROLIC will collect general information about you, such as your name, address, contact details so ROLIC can contact you. We may also collect this and other types of personal information during the course of dealing with you, for example when you wish to obtain goods or services from ROLIC, when you register for conferences or events, and when you participate in Church activities or complete other forms.

Users can generally visit ROLIC website without revealing who they are or other personal information unless they log on, place an order or register with us. ROLIC will not collect any personal information about visitors to the website except when they knowingly provide it.

## How we use your information

ROLIC will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally we will only use and disclose your personal information as follows:

1. to establish and maintain your involvement with ROLIC, including providing you with newsletters;
2. to provide the products or services you have requested from ROLIC;
3. to answer your inquiry;
4. to register you for events, conferences or promotions;
5. to assist us to make ROLIC's sites, services and products more valuable to our community;
6. for direct promotion of products or services and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with the opportunity to decline any further promotional communications;
7. to third parties where we have retained those third parties to assist us to operate ROLIC and provide the products or services you have requested, such as religious education instructors, catering and event coordinators, promotions companies, transport providers, health care providers, website hosts and IT consultants, and our professional advisers such as consultants, lawyers and accountants. In some circumstances we may need to disclose sensitive information about you to third parties as part of the services you have requested; and
8. to different parts of ROLIC to enable the development and promotion of other products and services and to improve our general ability to assist Church attendees and the wider community.

## Access to your information

You can request access to the personal information that ROLIC holds about you by contacting ROLIC. We will provide you with access to your personal information unless we are legally authorised to refuse your request. We may charge a reasonable amount for providing access.

If you wish to change personal information that is out of date or inaccurate at any time please contact us. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date. If you wish to have your personal information deleted please let us know and we will delete that information wherever practicable.

## Security

ROLIC will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information is stored in a secure server or secure files.

The Internet is not a secure method of transmitting information. Accordingly, ROLIC cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information.

## Changes to this Privacy Policy

ROLIC may amend this Privacy Policy from time to time by having the amended version available on our website at [www.rolic.org.au](http://www.rolic.org.au). We suggest that you visit our website regularly to keep up to date with any changes.

## Contacting us

If you would like any further information, or have any queries, problems or complaints relating to ROLIC's Privacy Policy or our information handling practices in general, please contact us at [admin@christianfederation.net.au](mailto:admin@christianfederation.net.au).

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