



The Bridge Church

Privacy Policy

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The Bridge Church

1 Introduction

The Bridge Church (hereinafter referred to as 'we' or 'the Church') respects and upholds your rights to privacy protection. We are committed to protecting your personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

2 Definitions

For the purposes of this policy:

- **Personal information** is information or an opinion about an identified individual or an individual who is reasonably identifiable.
- **Sensitive information** is personal information that is considered to be of a more private or confidential information and includes information about an individual's health, race or ethnic origin, political opinions and religious beliefs or affiliations.

3 Personal Information

The Church collects personal information about a range of individuals, including:

- Parish Wardens and Parish Council Members,
- Staff, Student Ministers, Interns and others employed on a permanent, part time or casual basis, or contracted to provide services to the Church from time to time,
- Congregation members and others attending or involved in Church services, events and ministries, and
- General public registering for Church services, events and ministries.

The Church may collect a wide range of personal information such as name, phone number(s), residential and postal address, email address(es), date of birth, qualifications, educational and/or experience, and (for employees and contractors) financial information such as bank account details.

You are not required to give us any personal information. However, if you do not provide us with certain information, we may not be able to provide you with access to certain Church services, events and ministries or allow you to participate in certain Church services, events and ministries.

4 Sensitive Information

The Church may collect sensitive information from time to time, including in relation to your religious beliefs and health. Where practicable, the reason for collecting sensitive information will be made clear at the time of collection.

5 Purpose, Use and Disclosure of Information

We collect personal information for the proper administration of the Church, including to provide Church members, visitors and the general public with information on Church services, events and ministries, and to provide those services, events and ministries, including pastoral care and other personal ministries.

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We use personal information for the purposes we have disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use or disclose your personal information for any other purpose without first seeking your consent, unless authorised or required by law. We will not disclose any sensitive information provided to us, such as health information, without your approval or the approval of the person responsible for you.

Generally, we will only use and disclose your personal information in connection with the purpose disclosed at the time of collection or otherwise as set out in this Privacy Policy, including as follows:

- 1) to establish and maintain a record of your involvement and attendance;
- 2) to provide the products or services you have requested from the Church;
- 3) to answer your enquiry;
- 4) to register you for events or conferences;
- 5) to keep you informed of new developments we believe may be of interest to you [(if we contact you in this way, you will have the opportunity to decline any further such communications)];
- 6) to publish a congregational directory to those participating;
- 7) to notify approved providers of any pertinent information related to their service.

Various individuals are involved in the collection, use and disclosure of personal information. This primarily includes individuals employed by the Church in a pastoral, administrative or other relevant capacity, the Parish Wardens and Parish Council Members. However, this also includes Church members and volunteers involved in the provision of specific Church services, events and ministries and who have been given leadership authority for such involvement, whether by the Senior Pastor, Parish Wardens or Parish Council Members. The Church will take all reasonable steps to ensure that the use and disclosure of personal information by all such individuals is limited to only what is necessary and appropriate for their leadership role.

6 Collection & Storage

The Church may collect your personal information in various ways, including via telephone, our website (including through entry into an online database), in writing (including by email or other electronic means) and/or through online forms/surveys, whether hosted on a third-party website or our own.

6.1 Sensitive Information

The Church will only collect sensitive information about you with your consent unless –

- we are otherwise allowed or required by law to collect that information, or
- the information relates to our activities and relates solely to members of the Church or to individuals who have regular contact with us in connection with our activities.

If you choose to disclose sensitive personal information that is necessary for us to provide our services, we will interpret this as your consent for us to collect such information.

6.2 Third parties

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In all situations we will aim to collect your personal information directly from you. If it is impractical to collect it directly from you and we have your written consent, we may also collect information about you from third parties.

We may also seek to collect information about someone else from you; however, you must not provide us with personal information about another person unless you have consent from that person to do so, have told them that their personal information will be handled in accordance with this Privacy Policy and have told them where they can find a copy of this policy.

We may also collect your personal information from publicly available sources.

It is appropriate for you to share information about individuals under your duty of care, and we would not expect that they have given their consent.

6.3 Unsolicited personal information

If we receive personal information about you that we have not requested (unsolicited personal information) we will generally, unless otherwise required or permitted by law, delete or destroy it as soon as practical after receiving it. If you provide us with unsolicited personal information about yourself, we may retain this information if it is necessary for the provision of our services or to comply with our legal obligations, or we do so with your consent.

6.4 Collection of personal information required by law

In certain circumstances we may be required or permitted by law to collect certain personal information about you. For example, we may need to collect your name, residential address, country of residence, date of birth, and other types of personal information to comply with our legislative obligations.

~~You do not have to provide us with your personal information but if you do not provide us with the personal information that we need, we may not be able to provide services or assistance to you.~~

7 Quality of Information and Correction

We take reasonable steps to ensure that the personal information we hold about you is accurate, complete and up-to-date. However, we also rely on you to advise us of any changes to your personal information in a timely manner.

If there are any changes to your personal information, or if you believe the personal information we hold about you is not accurate, complete, up-to-date or is misleading, you may be given access to update our records directly. Otherwise please contact the Church staff member responsible for our provision of services to you, or if you are unsure who this person is, our Privacy Officer using the contact details below, so that we can update our records accordingly.

In some cases, we may refuse to make changes in the manner requested by you, and in such cases will provide you with a written notice that explains the reasons for our refusal. In such circumstances, you may provide us with a statement in respect to the need for correction and ask us to associate the statement with the information in question.

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8 Storage and Security

We take reasonable steps to protect any personal information that we hold from misuse, interference and loss and from unauthorised access, alteration and disclosure. For example, we implement the following security measures –

- security procedures for access to our internal office areas;
- security procedures within our offices (including, locked cabinets and file rooms for personal information that is particularly sensitive);
- IT security procedures including password protection, firewalls, intrusion detection, security permissions, file audit trails, and site monitoring; and a requirement for all staff to maintain confidentiality except insofar as disclosure is reasonably necessary for the proper performance of employment duties (as outlined in workplace policies and/or employment contracts).

Your personal information may be stored in a third-party data centre operated by Google or other third-party providers, and their data storage systems may be located overseas. We access this data through Internet based secure encrypted data connections. You consent to the transfer of your information outside Australia by submitting your personal information to the Church.

9 Online Security

We have a public web site at www.thebridgechurch.org.au which is available to anyone. There is no personal data stored on this site and the Church will not collect any personal information about visitors to the website except when they knowingly provide it.

The Internet is not a secure method of transmitting information. Accordingly, the Church 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.

When you access our web site using your device, the computer hosting our Internet based systems is able to collect information from your device such as its IP address. From a computer's IP address, it is possible to determine the general geographic location of that computer, but otherwise it is anonymous. We may record your IP address for the purpose of managing a transaction with us, such as event enrolment.

10 Video Recording and Security Cameras

The Church may from time-to-time live stream services, record video or images of services and activities for promotional, teaching and information purposes.

By attending services, you consent to the church taking the video and images and using and disclosing them for such purposes. The church provides “film free areas” which may be used if you do not wish to participate in video or image capture during services. The church avoids, where possible, the video or image capture of children during services; however, film free areas should be used for children where parents or caregivers are unable to consent to the possibility of video or image capture. Video or images captured during children’s events will not be used without the consent of the parent or caregiver.

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To increase security for people and the Church's property and facilities, CCTV cameras have been installed in some public areas. If so, any data collected will only be used for legitimate security reasons and in accordance with this Privacy Policy and not published for any other reason.

11 Policy Updates

The Church may amend this Privacy Policy from time to time by having the amended version available on our website at www.thebridgechurch.org.au. We suggest that you visit our website regularly to keep up to date with any changes.

12 Access

You may access personal information we hold about you, subject to certain legal restrictions or exemptions. Where such restrictions or exemptions exist, we will advise you of those reasons at the time of your request.

If you wish to access the personal information we hold about you, or request that it be corrected or updated, you should contact our Privacy Officer using the contact details below.

While we do not charge you for a request for accessing your personal information you should be aware that we may charge a reasonable fee (which will be notified to you once you make a request) for our time and expenses in the following circumstances –

- if an extended amount of time is required to collate and prepare material for you; and
- if you wish to have your files photocopied for you.

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13 Questions and Contact

If you would like further information about the way The Bridge Church manages the personal information we hold or would like access to your personal information, please contact our Privacy Officer by email (admin@thebridgechurch.org.au) or by post:

The Privacy Officer,

The Bridge Church

Cnr Broughton & Bligh Streets, Kirribilli

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Milsons Point NSW 1565

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