



Privacy Policy Information Sheet

We are committed to ensuring that personal information provided to and maintained by OEC is managed carefully and respectfully. Our privacy policy has been developed with reference to the Australian Privacy Principles¹ which reflect best practice in relation to privacy.

Information we collect

We collect personal information from you when you complete, physically or digitally, a request to be sent our weekly email (News to Notice) an OEC Welcome card, an Information Consent Form, an Affirmation of Commitment Form, Follow up Contact Forms and any activity registration form. We also record attendance of everyone who attends an OEC gathering or small group for the purpose of care and safe ministry.

How your information is stored

Personal information is stored and accessed through OEC Elvanto – our online church community database. We seek to be paper free and usually scan forms to be stored in Dropbox, accessible by Ministry and Administration staff and our Overseers. Hard copies are then shredded prior to disposal.

How your information is used

Personal information provided by you will only be used for the purpose of your participation in OEC activities and events. Your personal information will not be disclosed to any other entity outside church unless it relates directly to the functions and activities of church, and your consent has been obtained or is implied by your initiation of, or involvement in, a particular process or activity eg external provider of safe ministry training. Recorded images made at OEC events are only published externally with permission.

If you are a newcomer – your personal information can only be accessed by OEC staff and the Ministry team associated with the OEC ministry you gave your information to or for.

If you are a member – you will have signed an Information Consent Form and will be given a personal login allowing you to access OEC Elvanto. Members have access to the information of other members. You can change your privacy settings at any time to limit what other members can see. The information of members will always be accessible by OEC staff and appropriate Ministry teams.

Updating your information

We recognise the importance of ensuring your information is current, accurate, complete and relevant. If you have a login to OEC Elvanto you can view and update your personal information at any time.

Protecting your information

We have developed privacy procedures to ensure your personal information is protected from misuse, unauthorised access, alteration, disclosure or loss. Our privacy procedures include the following information:

- practices and expectations of staff and administration relating to privacy and information management
- practices and expectations of members in relation to privacy matters
- a response plan relating to a breach of privacy or information security.

If you leave OEC your information will be archived on OEC Elvanto. It will only be accessible if unarchived by the System Administrator.

Questions or concerns

If you have any questions or concerns relating to privacy or confidentiality at OEC please email admin@oechurch.org.au

¹ For more detailed information regarding the Australian Privacy Principles see the Office of the Australian Information Commissioner's Privacy fact sheet 17: Australian Privacy Principles: <http://www.oaic.gov.au/privacy/privacyresources/privacy-fact-sheets/other/privacy-fact-sheet-17-australian-privacy-principles>