

PROTECTING YOUR PRIVACY



Alliance of Christian
Religious Education

Alliance of Christian Religious Education Ltd

(ACRE) ABN 84 613 343 472

and

Christian The logo for Christian Religious Instruction (RI), featuring the letters 'RI' inside a blue speech bubble with a cross symbol.

Our Commitment to Privacy & Confidentiality

ACRE is committed to protecting the privacy and confidentiality of an individual's personal information. In particular:

- member information including personal information of local church ministers/pastors/priests who authorise Religious Instruction (RI) practitioners to conduct RI in Queensland state schools,
- personal information of RI practitioners (instructors, coordinators, helpers).

Our protection commitment applies to both personal and sensitive information and may include organisational information in whatever forms it takes.

All staff, including contracted personnel and volunteers are required to comply with our Privacy and Confidentiality Policy.

In handling your personal information, ACRE will comply with the *Privacy Act 1988* (Cth) ("Privacy Act") and with the 13 Australian Privacy Principles ("**APPs**") in the Privacy Act, as well as this APP Privacy Policy. This policy may be updated from time to time.

ACRE acknowledges the high level of sensitivity that personal information requires and is committed to accountable, robust and diligent privacy management processes, data and document security, and the highest level of confidentiality.

ACRE is also committed to ensuring that any 3rd party provider of services to the organisation, including web servers and cloud providers (even if based overseas), operate in a manner that is compatible with ACRE's Australian legal requirements.

ACRE collects, stores, uses and discloses personal information for the purpose of its activities connected with religious instruction in state schools. These activities are

wide ranging but include governance, leadership, operational, training, coordination, and instruction activities.

Personal information and data provided to ACRE, in whatever form, is never used for any purpose other than religious instruction in Queensland state schools. Unless we have legal authority to do so, personal information is not provided to any person or entity beyond Christian RI in Queensland, except as set out in this policy.

ACRE maintains physical, electronic and procedural safeguards to protect the personal information in our care.

How do we collect personal information?

We may request personal information about you if you are contracted to us or when you express interest in or are recruited and inducted to a role (volunteer or employee) in Christian RI in Queensland. We may also request personal information to complete any compliance application or process of Christian RI or the Department of Education. Personal information may also be collected when we invite you to complete mandatory training, undertake development training, participate in surveys, provide us with feedback, or if you lodge a complaint.

ACRE will collect personal information directly from you unless:

- we have your consent to collect the information from someone else (e.g. your assigned RI Coordinator or local church minister/pastor/priest);
- we are required or authorised by law to collect the information from someone else; or
- it is unreasonable or impractical to do so.

Once you have provided your consent, you are able to withdraw it at any time by contacting us. However please understand that if we do not receive the information we request or if you withdraw your consent, we may not be able to include you in ACRE's activities or provide you with all the Christian RI support you require.

What personal information do we collect?

We collect personal information that is required for use in, or reasonably connected to, our activities providing religious instruction in Queensland state schools. This may include (but is not limited to):

- personal information provided by you, including your full name; mailing address, email, telephone number(s) (including mobile phone number);
- authorising information including the name of your church and minister/pastor/priest who has approved you to be an RI Instructor, the ministerial association contact information when you are approved as an RI Coordinator, and the name of the school/s that you are approved to conduct RI in;
- government identifiers including blue card number, driver's licence details;
- any information that is a legislative/regulatory/ACRE policy compliance requirement;

- information that we obtain about you in the course of your interaction with our website including your internet protocol (IP) address, the date and time of your visit to our website, the pages you have accessed, the links on which you have clicked and the type of browser that you were using; and
- aggregated statistical data which is information relating to your use of our website and our services, such as traffic flow and demographics.

The information we collect may also include personal information that you elect to provide to us.

How do we use personal information?

We will use personal information to provide services related to religious instruction in Queensland state schools. ACRE and Christian RI may use the information for related purposes such as:

- Identification of fraud or error
- Regulatory reporting and compliance
- Sector principles and good practice
- To identify and inform you during any feedback, complaint and dispute processes
- Internal accounting and administration

Servicing the key relationship with RI practitioners and ACRE members and their local church ministers/pastors/priests, including providing updates on our activities relating to religious instruction, or issuing invitations to be involved in training, evaluation and survey activities.

If you do not wish to have your personal information used in any manner related to religious instruction in Queensland state schools, please contact our Privacy Officer through privacy@ChristianRI.org.au

Can you request anonymity?

ACRE will support an individual's request to remain anonymous (in so far as this does not contravene any legal requirement), including removing identifiable details of a person, where it is reasonable and practicable to do so, and where such request does not unreasonably impact upon ACRE's legislative/regulatory/policy compliance requirements. Where a request for anonymity is made, this may affect our ability to involve you in ACRE's activities and limit our ability to provide you with support or services. ACRE will advise individuals of any such impact prior to the collection of the information.

Who does ACRE disclose personal information to?

We may disclose personal information about individuals as permitted by law. We may share this information with regulatory bodies and law enforcement officials, provide personal information to protect against fraud and share personal information with your consent.

ACRE will not use or disclose personal information for a purpose other than the primary purpose of collection, unless:

- the secondary purpose is related to the primary purpose and you would reasonably expect disclosure of the information for the secondary purpose;
- you have consented to the disclosure
- the use or disclose is necessary to meet a Department of Education requirement and the use or disclosure is necessary for RI in schools, it is impractical to obtain consent, the use or disclosure is conducted in harmony with the privacy principles, and we reasonably believe that the recipient will not disclose the information;
- we have reason to suspect unlawful activity and use or disclose the personal information as part of our investigation of the matter or in reporting our concerns to relevant persons or authorities;
- we reasonably believe that the use or disclosure is deemed necessary to allow an enforcement body to enforce laws, protect children & young people, prevent seriously improper conduct or prepare or conduct legal proceedings; or
- the use or disclosure is otherwise required or authorised by law.

If we use or disclose personal information in accordance with one of the enforcement activities set out above, we will make a written note of the use or disclosure.

ACRE may disclose personal information to the Department of Education as necessary to carry out the purposes for which the information was collected.

We will not disclose your personal information to an overseas recipient without your consent.

Security of information

ACRE takes all reasonable steps to ensure that the personal information we hold is protected against misuse, loss, alteration or destruction, unauthorised access, modification or disclosure. We hold personal information in both hard copy and electronic forms in secure databases on secure premises and in secure cloud-based technology, accessible only by our authorised staff.

Non-current information is archived in secure premises and held in accordance with our obligations under the Privacy Act. Whilst we take every step to ensure secure methods of collection of personal information, we cannot guarantee the security of personal information transmitted to us via the Internet.

ACRE reviews its security and encryption technologies on a regular basis and strives to protect information to the fullest extent possible.

Privacy Data Breaches

In the event that your Personal Information is lost, stolen or subject to unauthorised access or disclosure, ACRE will adhere to its obligations under the Privacy Act in relation to any required notifications to the Office of the Australian Information

Commissioner and to those people whose Personal Information has been lost, stolen or subject to unauthorised access or disclosure.

Opt-Out

Should you no longer wish to receive information from ACRE or Christian RI we think may be of interest to you, please email us at info@christianri.org.au

Linked Sites

Our website may contain links to other sites. ACRE is not responsible for the privacy practices or the content of such websites. We encourage you to read the Privacy Statements of any linked sites as their Privacy Policy may differ from ours.

Access to and Correction of your Personal Information

You may request access to the personal information we hold about you. We will respond to a request for access within a reasonable time and provide access where it is reasonable to do so in harmony with the Australian Privacy Principles. There may be a reasonable charge for providing access. We will normally agree to providing you with access to personal information that we hold about you however, if we refuse, we will write to you setting out the reasons for our refusal, how you may complain about our refusal, and other matters required by law.

If you believe that personal information we hold about you is incorrect, you may request that we take reasonable steps to update that personal information so that it is accurate, up to date, complete, relevant and not misleading. You may also ask us to update any other entity we have disclosed the personal information to.

If we do not agree to correct the personal information we hold, we will write to you setting out the reasons for our refusal, how you may complain about our refusal, and other matters required by law. You may also ask us to take reasonable steps to place a statement, apparent to users of the personal information, alerting users that you consider the information to be inaccurate, out-of-date, incomplete, irrelevant or misleading.

There is no charge for making a request to correct your personal information, correcting the personal information or placing a statement with your personal information.

Feedback & complaints

ACRE and Christian RI welcome inquiries or comments about our Privacy & Confidentiality Policy. Should you have any comments or wish to lodge a privacy or confidentiality complaint contact our Privacy Officer at privacy@christianri.org.au

PRIVACY COMPLAINTS

Please direct all privacy complaints to our Privacy Officer at privacy@christianri.org.au

All privacy complaints will:

- be treated seriously;
- be dealt with as promptly as possible;
- be dealt with in a confidential manner;

Our Privacy Officer will conduct the investigation into your complaint. You will be informed of the outcome of your complaint following completion of the investigation.

HOW TO CONTACT US

For further information or enquiries regarding your personal information, please contact our Privacy Officer at privacy@christianri.org.au

Changes to our privacy and confidentiality policy

From time to time it may be necessary for us to review and revise our privacy and confidentiality policy. We reserve the right to change our privacy and confidentiality policy at any time.

* Christian RI is a trading name of ACRE