

Privacy Statement

(Next scheduled review 14 February 2021)

BELGRAVE HEIGHTS CONVENTION
3 Convention Avenue
Belgrave Heights Victoria 3160

Telephone: (03) 9752 6855
Email: office@bhc.org.au
Web: www.bhc.org.au

ABN: 87 004 352 685

Privacy Statement

Our Privacy Statement

Belgrave Heights Convention (BHC) would like to document its position in relation to our commitment to your privacy and the procedures and systems that are in place for the protection against inappropriate use of your personal information.

Whose personal information do we collect?

Our commitment to privacy covers all persons whose personal information we hold. At all times we try to only collect the information we need for the particular purpose or event we are carrying out. The main way we collect personal information about you is when you give it to us. For example, we collect contact details when you book a caravan site or register to attend an event for the purpose of confirming your booking or advising you of future events. By supplying personal information to BHC we take that act as being consent from that person and any person in their care for BHC to record that information.

What personal information do we collect?

Personal information is any information where your identity is apparent or can reasonably be ascertained. Some sensitive information including the name of the church attended may be collected.

For the purposes of communicating with external hirers and those registering for events, meeting the needs of volunteers, financial donors and other external organisational partners we collect and hold a range of information.

- A record of name, address, contact details, including telephone and email addresses, driver's licence, working with children check, food handling certificate details, emergency contact details
- Age of children, immunisation record, Medicare details and Private Health Fund information
- Church attended and position held within the Church, as required
- Credit card details (for regular donors)

Why do we collect personal information?

We collect and use your personal information for a range of purposes, including:

- Recording and maintaining caravan site bookings
- Recording event registrations and communicating future events to registrants
- Recording and maintaining property hire bookings and
- Recording the relevant information from volunteers who assist with various activities (including but not limited to) such as grounds and property maintenance, assisting with event management, leading the children's crèche, youth work, cleaners, various positions for the convention events and the administration office.

Privacy Statement

When we might disclose personal information

We will not sell, give away or share personal information to any external party in order to fulfil our usual activities unless required to do so by law. For example, working with children or any information gathered by way of cookies on our website. From time to time, we may use your personal information for communicating with you (for example, newsletter format) about bookings you have made for caravan site hiring, property hiring, events you have registered for or for forthcoming events that you may be interested in or seeking prayer and financial support for the ongoing operation of BHC.

How do we collect personal information?

We will collect personal information directly from you about you and/or your dependants when required for one or more of our activities.

We will only collect sensitive information directly from you with all necessary consents. Where you are under the age of 18 years, necessary consent may mean the consent of your parent or guardian

Opting out of the BHC data base

A request to opt out of the data base can be made upon submitting your request in writing to the Chief Executive Officer.

Unsolicited personal information

If BHC receives any unsolicited personal information we will take steps to ascertain whether we could or could not have collected this information under Australian Privacy law and related guidelines. If we could not have collected the information, then we will destroy or de-identify this information as soon as practicable, providing it is reasonable and lawful to do so.

Using identifiers

BHC uses its own system of numbers to identify persons whose personal information is collected. While in certain circumstances we do need to collect government identifiers such as your Medicare number, we do not disclose this information other than when it is required or authorised by law, under the Privacy Act 1988. We do not use your Medicare number to identify you.

Security and quality of personal information

BHC takes all necessary and reasonable steps to ensure that the personal information we collect is relevant, accurate, complete and up to date.

All personal information is stored by BHC and reasonable steps are taken to protect your information from interference, misuse, loss, modification or disclosure from unauthorised access, in accordance of the requirements of the Australian Privacy Principles.

Privacy Statement

Once the information collected is no longer required, the software utilised (d'Tracker) will archive the information away from the current information. Such personal information will only be used if those persons request their details to be re-instated to the current files.

Requests for access to and correction of personal information

You may request details of the personal information we hold about you, or about any dependant by writing to us. No fee will be charged for updating your personal information.

Any concerns?

Should you have any concerns about the storage or handling of your personal information or possible breaches of our Privacy Statement by BHC, please communicate your concerns to the Chief Executive Officer.

How you can contact BHC

Belgrave Heights Convention

Address: 3 Convention Avenue, Belgrave Heights. VIC 3160

Telephone: (03) 9752 6855

Website: www.bhc.org.au

Email: office@bhc.org.au

The statement was adopted by the BHC Council on 14 February 2019

Note: Amendments made 16 September 2019