



## Privacy Policy for the New South Wales Christadelphian Committee website and application services

Last updated: 27-Jun-22

By using the NCC website at [www.christadelphiansaustralia.org.au/ncc/](http://www.christadelphiansaustralia.org.au/ncc/) and its associated applications, you agree to this privacy policy.

The New South Wales Christadelphian Committee (NCC) has established this Privacy Policy to explain how it protects and manages the personal information that it collects from you (the website User) online.

- 1. Access Overview and Primary and Secondary Users:** Ecclesial Secretary's / Recorders are the primary Users of the NCC website and associated applications. Ecclesial members may be secondary Users of the NCC website and associated applications.
  - The majority of the NCC website is in the public domain and does not require a secured access logon nor does it require the entry of personal information.
  - The NCC website does not display personal information other than contact email addresses which shield Ecclesial Secretary's / Recorders from direct access to their personal email addresses.
- 2. Ecclesial Secretary's / Recorders responsibility when using the NCC website:** Ecclesial Secretary's / Recorders should ensure that their usage of the NCC website and associated applications does not display personal information of themselves and of their ecclesial Members unless they have explicitly obtained the agreement of the individuals concerned.
- 3. Consent for Collection, Use and Disclosure:** Your use of the NCC website and/or your registration for NCC applications constitute your consent to the terms of this Privacy Policy.
  - If you do not agree to the terms of this Privacy Policy, please do not use the NCC website and applications.
  - The NCC may occasionally update this Privacy Policy. When it does, the NCC will also revise the "last update" date at the top of this Privacy Policy.
  - In addition, The NCC will seek Users prior consent, by email, for any new uses or proposed disclosures of information collected from the Users prior to the change.
  - The NCC will notify website users by email of changes to this policy that will affect information collected from them in the future. In certain circumstances, however, the NCC will not inform and obtain the consent of the Users, such as in a minor alteration or extension to an existing application that would display existing personal information.
  - A User may withdraw their consent for collection, use and disclosure at any time by sending an email to their ecclesial Secretary / Recorder or to: [ncc@aace.info](mailto:ncc@aace.info)
  - A User may at any time alter their personal information themselves, if they are able to do so, or by requesting a change by contacting their ecclesial Secretary / Recorder or by sending an email to: [ncc@aace.info](mailto:ncc@aace.info)
- 4. Accountability:** The NCC collects, at the time of your registration and your sign-on to its website, certain "personal information" (information that personally identifies you) and may include but is not limited to your name, email address, home address, mobile and telephone numbers. Users can limit the amount of information which they wish to provide. The NCC has implemented this Privacy Policy to protect personal information received from its website Users, and to respond to any inquiries. The Privacy Policy also provides that the NCC will not supply personal information to Third Parties.

5. **Purposes for Collecting Personal Information:** The NCC collects and uses personal information for the following **identified purposes**:
- for the operation of the NCC website and applications.
  - to understand User needs in relation NCC application services.
  - to develop and provide our website services and applications for our website Users.
  - to fulfill your requests for application services and information.
  - to communicate with website Users and site visitors, when necessary, and to inform website Users of upgrades, where applicable, as well as of other applications and services available from the NCC.
  - to allow website Users to access limited-entry / secured areas of the NCC's site.
  - to personalise some of our services and applications for you.
  - to comply with any applicable law, regulation, legal process or government request.
  - to respond to a legitimate concern or reasonable belief, that you may be violating the rights of any third party or any of the agreements or policies that govern your use of the NCC website or application services.
  - to protect the services or rights of the NCC, including but not limited to the security or integrity of the NCC website and
  - to identify and resolve technical problems concerning the NCC's website and application services, the NCC also uses personal information in an aggregate form (i.e., not individually attributable to you) for analysis and operational purposes.
6. **Limiting the Collection of Personal Information:** The NCC allows Users to limit its collection of personal information to only that information which Users and their ecclesial Secretary / Recorders are willing to provide and that are necessary for the identified purposes of the NCC website and applications. The NCC does not knowingly collect any personal information from children under the age of 18yrs.
7. **Disclosure, Processing and Retention:** The NCC does not sell, rent or disclose your personal information to anyone else. The only individuals able to access your personal information are:
- yourself as a setup and secured ecclesial member in the system.
  - your ecclesial Secretary / Recorder.
  - other ecclesial Secretary's / Recorders (when ecclesial members have agreed to be involved with inter-ecclesial applications like the Speaking Plan which allows ecclesial Secretary's / Recorders to view Speakers names and contact details for appointment booking purposes).
  - someone you have designated to act as your agent, for one or more of the Identified Purposes (listed in the Section, above).
  - NCC technical system support personnel.
8. **Accuracy of Personal Information:** The NCC will use reasonable efforts to keep User's personal information accurate for the identified purposes. Website Users are responsible for informing the NCC or their ecclesial Secretary's / Recorders about changes to their personal information. You can do this by sending an email to <type your ecclesial name/location without any spaces>@aace.info (e.g. regenthall@aace.info). This e-mail address protects personal email addresses from direct access. An ecclesial Secretary / Recorder or the NCC will use new or updated personal information it receives from website Users to update their own records.
9. **Security Safeguards:** The NCC will use reasonable efforts to protect website Users' personal information. A User may use a personal email address as a unique identifier as well as their own password to secure and maintain all their personal information that is stored in NCC applications.
- **Ecclesial Secretary's / Recorders are the primary Users of the NCC applications and are also primarily responsible for the personal information recording and maintenance. All personal information entered on behalf of ecclesial Members must be with the explicit consent of their ecclesial Members.**
10. **Access to Personal Information:** The NCC will afford you a reasonable opportunity to review the personal information stored about you, if you so request by contacting your ecclesial Secretary / Recorder or by emailing: [ncc@aace.info](mailto:ncc@aace.info) If the NCC is not able to provide access to some aspect of a User's personal information, it will provide reasons for denying such access such as; that by doing so would likely reveal personal information about a third party.
- Users have the right to request that inaccurate or incomplete information be amended as appropriate, by contacting their ecclesial Secretary / Recorder or the NCC on the above contact email accounts. **The NCC or ecclesial Secretary's / Recorders should promptly correct any personal information that is required to be changed.**