

## PRIVACY POLICY

The policy should be read with the National Privacy Principles ("NPPs") set out in Schedule 3 to the Privacy Act 1988. They are a set of basic standards for privacy protection.

The NCCA is committed to complying with the NPPs in the various activities which it undertakes in accordance with its objectives. If there is any inconsistency between this policy and the NPPs, then the NPPs prevail.

In the course of its activities, the NCCA collects personal information regarding contact persons in churches and organisations, people who indicate interest in its activities or objectives, supporters, donors and other persons who have contact with it.

When the NCCA conducts fundraising activities, it collects personal information regarding donors and a transaction history on donations made to the activities. The information is used to contact supporters in order to inform, educate and fundraise.

The NCCA's primary purpose in collecting and using personal information is the furtherance of the objectives of the NCCA.

The NCCA will only use personal information about an individual for a secondary purpose (i.e. something beyond the scope of the primary purpose) if that individual has consented or the use is otherwise permitted by the NPPs.

The personal information which is collected by the NCCA may include information which is within the definition of "sensitive information" in the Privacy Act (e.g. information about a person's religious beliefs or affiliations). As a non-profit organisation, the NCCA is permitted to collect sensitive information without a person's express consent provided that the conditions set out in NPP 10.1 are satisfied.



The NCCA will take reasonable steps to keep personal information secure and will, subject to the NPPs, comply with any request from a person to correct or remove his or her information.

The NCCA, in furtherance of its objectives, undertakes some of its activities in conjunction with State ecumenical councils, member churches and other directly related bodies. Personal information may be used or disclosed to those organisations in the conduct of these activities. The NCCA may also disclose selected information to persons conducting research in accordance with its objectives, and to consultants e.g. for development and implementation of fundraising appeals and education programs. In such cases, the NCCA will require those organisations or persons to adhere to similar standards for privacy protection to those which are set out in this policy.

The NCCA's Finance Director, in consultation with the General Secretary will be empowered to receive and deal with any complaint that the NCCA has not complied with this policy or the NPPs.

All staff must be aware of and compliant with the provisions of the NCCA privacy policy. Access to all records will be dependant on staff signing an acknowledgement that they have read this policy.

