

## Privacy Policy

### Privacy Statement

Sports Chaplaincy Australia Inc. ('SCA') is strongly committed to protecting your privacy rights in accordance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles.

The purpose of this Privacy Policy is to inform you about how SCA handles your Personal Information.

**Personal Information** under the *Privacy Act 1988 (Cth)* is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

If you visit SCA's Website [www.sportschaplaincy.com.au](http://www.sportschaplaincy.com.au) or social media pages; use any of SCA's services; fill out any online forms on SCA's Website or social media pages; provide us with your Personal Information; or authorise someone else to provide your Personal Information to us, you are agreeing to your Personal Information being handled by SCA as set out in this Privacy Policy.

### What Personal Information does SCA collect?

SCA collects Personal Information from its members, chaplains, volunteers, employees, donors, supporters, sporting partners and partner churches that is reasonably necessary for or related to SCA's functions or activities.

Personal information collected and held by SCA includes, but is not limited to:

- (a) Personal details of individuals (names, nickname, Date of Birth ('DOB')).
- (b) Contact information of individuals (address, mobile or phone numbers, email addresses, social profile addresses).
- (c) Professional details of individuals.
- (d) Details of spouse relationships of its members, chaplains, volunteers and the number of children they may have.
- (e) Credit card and bank account details.
- (f) Education or Employment history/experience.
- (g) Name of the Church you attend.
- (h) Roles you have held/experience in Churches or ministries.
- (i) The outcomes of Working with Children Checks and other forms of screening.

SCA may also collect and hold Personal Information which is Sensitive Information about an individual. This may include, but is not limited to, information about your health; racial or ethnic origin; religious beliefs, including church memberships or affiliations; complaints or criminal records.

You may choose not to supply SCA with your Personal Information. However, if you do not provide SCA with information that it requests, you may be unable to access some of our services. SCA may also be required or authorised by or under Australian law to request your Personal Information.

### **How does SCA collect Personal Information?**

SCA collects your Personal Information:

- (a) from telephone calls; online meetings or face-to-face meetings;
- (b) through SCA's Website or social media pages;
- (c) through paper forms or online forms you complete for SCA (whether hosted on a third party Website or on SCA's Website or social media pages); or
- (d) through written correspondence, emails or other electronic communications.

SCA may also obtain your Personal Information from other sources including:

- (a) third party contractors or service providers who are acting on SCA's behalf;
- (b) publicly available sources, public databases and/or social media platforms; or
- (c) third parties who you have authorised to provide SCA with your Personal Information.

### **Personal Information collected from SCA's Website**

When you visit SCA's Website, SCA will collect statistical (anonymous) information concerning your visit and logs the following information:

- (a) type of browser/service provider used;
- (b) type of operating system used;
- (c) screen resolution; and
- (d) if you have entered SCA's Website from another site/link.

Cookies are used on SCA's Website. SCA does not track users to SCA's Website as they move across other websites over time.

### **Links to Other Internet Sites**

SCA's Website and social media pages contain links to other sites that are not controlled by SCA. Other sites may also have links to SCA's Website and/or social media pages. SCA is not responsible for the content, privacy practices or business practices of external sites.

## **Unsolicited Personal Information**

SCA may receive Personal Information about you that it has not requested ('unsolicited personal information'). If this happens, SCA will assess whether or not it could have collected the information under the Australian Privacy Principles if we had solicited it from you.

If SCA could not have solicited the unsolicited personal information from you, it will de-identify the information, delete or destroy the information, unless SCA is required to retain it by law, or you provide us with your consent.

## **How does SCA use Personal Information?**

SCA collects, holds and uses Personal Information in order to:

- (a) Create and manage user accounts.
- (b) Process donations, accounts and issue receipts.
- (c) Identify, train, accredit and support chaplains.
- (d) Process training and conference details.
- (e) Analyse statistical data for strategic planning.
- (f) Maintain accurate records of SCA's organisational history.
- (g) Deliver and improve its products or services.
- (h) Keep its members, chaplains, volunteers, employees, donors, supporters, sporting partners and partner churches informed of SCA and SCA's work in sports chaplaincy.
- (i) Maintain accurate records of its members, chaplains, volunteers, employees, donors, supporters, sporting partners and partner churches.
- (j) Manage, create and send marketing/promotional communications and materials. You may choose to stop receiving SCA marketing/promotional communications and materials by following the unsubscribe instructions, or by contacting SCA.
- (k) Respond to enquiries.

## **Disclosure of Personal Information**

SCA discloses Personal Information it collects and holds to:

- (a) government bodies, regulators, law enforcement agencies and any other parties where authorised or required by law; and
- (b) third party service providers, agents or contractors from time to time to perform services on SCA's behalf. This may involve third parties having access to SCA's digital database. If we do this, SCA will require those parties to protect your Personal Information as required under the Privacy Act 1988 (Cth) and the Australian Privacy Principles. SCA does not authorise them to use or disclose such Personal Information for their own marketing or promotional purposes.

SCA may also disclose your Personal Information to other parties:

- (a) identified to you at the time it collects your Personal Information;
- (b) to whom you subsequently direct SCA to provide your Personal Information to; or
- (c) to whom you expressly consent to SCA providing your Personal Information to.

### **Disclosure of Personal Information to Overseas Recipients**

In general, SCA does not disclose Personal Information to any overseas recipients:

- (a) Unless a “Permitted General Situation” under the *Privacy Act 1988 (Cth)* exists in relation to such disclosure, SCA will first seek your consent to disclose your Personal Information to any overseas recipients. SCA will provide you with information concerning who your Personal Information would be disclosed to and how it will be used by them.
- (b) Personal Information may be stored in a cloud based third-party storage facility located overseas operated by IMIS/Advanced Solutions International. IMIS/Advanced Solutions International has achieved ISO 27001:2013 information security certification.
- (c) SCA may disclose statistical (anonymous) information concerning the number of accredited chaplains and sporting codes to Global Sports Chaplaincy Association (‘GSCA’). SCA will first seek your consent to disclose your identifiable Personal Information to GSCA.

### **Quality of Personal Information**

SCA will take all reasonable steps to keep your Personal Information accurate, up-to-date and complete.

### **Security of Personal Information**

SCA will take all reasonable steps to secure the Personal Information it holds and to protect it from unauthorised access, use or disclosure.

SCA protects Personal Information it holds by:

- (a) implementing security procedures within our offices (including locked cabinets for Personal Information);
- (b) storing it on a digital database, utilising password protection, encryption, firewalls, and computer security systems. Personal Information may be stored in a third-party storage facility located overseas operated by IMIS/Advanced Solutions International. IMIS/Advanced Solutions International has achieved ISO 27001:2013 information security certification;
- (c) utilising an encrypted secure online payment service; and
- (d) requiring all members, chaplains, volunteers, employees, staff and authorised third parties who have access to Personal Information (as is reasonably necessary for the

proper performance of their duties), to maintain confidentiality of the Personal Information, unless authorised or required by law.

### **Access to Personal Information and correcting Personal Information**

Individuals have the right to:

- (a) ask SCA for a copy of their Personal Information held by SCA; and
- (b) request that their Personal Information held by SCA be amended.

An individual's Personal Information held by SCA will not be disclosed or amended by SCA until the individual's identity has been confirmed.

If you wish to:

- (a) access the Personal Information SCA holds about you;
- (b) request that your Personal Information be corrected or updated; or
- (c) make a complaint concerning a matter under this Privacy Policy;

you should contact the SCA Integrity Committee through SCA's Website, or by phone, mail or email (contact details located on the Contact section of SCA's Website).

### **Amendments to this Privacy Policy**

The Privacy Policy may be amended by the SCA Board from time to time. When SCA amends this Privacy Policy it will place the updated Privacy Policy on the SCA Website.

Any updated Privacy Policy will take effect immediately upon being placed on SCA's Website.

**Approved by the SCA Board on 15 September 2021.**