



PRIVACY POLICY

For definitions of specific terms used in this policy, please refer to BCA's Statement of Definitions.

Document Status and History:

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1. Preamble

'Going the distance' to share Jesus in the bush

The Bush Church Aid Society of Australia respects the privacy of all of the individuals and organisations it transacts with in the course of its operations.

1.1. The information we collect

1.1.1. General

BCA collects personal information such as your name, year of birth, contact details, occupation, church details, donation history, and financial information. We use this information so we can receive and receipt donations and maintain communication with our supporters. We will also use this information to communicate with you the needs of BCA and news from our Field Staff. In the case of Field Staff, Operational Staff, Volunteers or BCA Nomads we may collect additional personal information which is deemed necessary for one or more of our functions or activities. When we collect sensitive information (as defined in the ACT – see 2. Policy below) we will collect it with your consent, unless the law allows us to collect it without your consent.

1.1.2. Financial information

If you make a donation via our website we will request your name, contact and credit card details, year of birth, and the church you are part of. These details (including the credit card details) will only be used for a single donation unless you specifically request otherwise. BCA is PCI compliant (Payment Card Industry) and your credit card and bank account details are encrypted.

2. Policy

The Bush Church Aid Society of Australia is committed to upholding the *Privacy Act 1988*.

3. Procedure

3.1. How we collect and hold your information

Personal information is collected directly from you, either by your completion of an application form, a donation form, a deputation sign-up sheet or online.

3.2. Disclosure of information

- 3.2.1.** BCA may share your personal information amongst associated entities but only insofar as it relates to the primary reason BCA collected your information. For example: The Kirkby Trust.
- 3.2.2.** BCA may disclose your relevant personal information to third party service providers such as mailing houses or contractors from time to time to help us to provide our services to you. If we do this, mailing houses or contractors are forbidden to use the information supplied to them other than for the purposes as set out by us.
- 3.2.3.** BCA will only disclose personal information to others if you have given us permission to do so, or if the disclosure relates to the main reason we collected the information, and you would reasonably expect us to do so.

3.3. Review of data security

BCA consistently reviews the security of its data.

- 3.3.1. It is held in a secure work environment and secure password protected databases ensure your personal information is secure from misuse, loss or unauthorised use or disclosure.
- 3.3.2. Firewalls and virus scanning tools are used to ensure our server is secure.
- 3.3.3. Data may be held overseas in countries including the United States of America, the United Kingdom or Singapore.
- 3.3.4. BCA is PCI compliant and your credit card and bank account details are encrypted.
- 3.3.5. Access to your information is constantly monitored by management to ensure that only those who need to see your personal information do so.

3.4. Access to personal information

Generally, you have a right to access personal information we hold about you. If we deny your request in some circumstances we will tell you why. You may also:

- 3.4.1. seek the correction of your personal information
- 3.4.2. request not to receive further information from BCA
- 3.4.3. have a complaint about our breach of the Australian Privacy Principles

In such cases please contact;

The Bush Church Aid Society of Australia
Privacy Compliance Officer
Mr Greg Bridge
Level 7/37 York Street, Sydney, NSW 2000
Email: greg.bridge@bushchurcaid.com.au

4. Links to other websites

Whilst the Society contains links to third party websites, we are not responsible for the privacy practices of those sites.