



Privacy Statement

Scope

This policy applies to all FOCUS Military Ministry (FMM) committee members, employees and volunteers.

Introduction

Your privacy is important to us. The following statement outlines FMM's procedure on how we manage the personal information we hold about our members and supporters. It is an FMM policy to respect the confidentiality of information and the privacy of individuals. The FMM Privacy Statement will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing environment. Any information we hold will be governed by the most current FMM Privacy Statement. We are committed to being open about how we use personal information. Where we ask for personal information, we will generally state the purpose for its use.

Purpose of collecting information

FMM is committed to training people in their understanding of the Bible and the Christian faith. This training will take place in the context of personal relationships and may extend over many years. As such, personal information about people who we are involved with, and who attend the activities of, FMM is collected primarily for the purpose of maintaining contact with these people. People we are involved with will include supporters, and people who have expressed an interest in engaging with staff or FMM members to find out more about the Christian faith.

FMM uses a range of means to receive financial donations from supporters. The means used enable supporters to control donations and do not require personal banking information to be given to FMM. FMM does not seek, or store personal banking details of trainees or supporters.

Some additional personal information may be collected from supporters for the purpose of assessing their suitability for voluntary partnership in ministry. This information will only be collected with the consent of the individual.

Personal information is collected with the individual's consent where practicable. By submitting information to FMM an individual is consenting to the retention and use of that information by FMM for the purposes for which it is submitted.

What information is held?

Because of the nature of the services provided, we may ask for a range of personal information. The type of information we may collect can include (but is not limited to):

- name
- address
- contact details
- date of birth
- and the type, name and date of events attended.

We obtain most of this information directly from people who engage with the work of FMM, and from maintaining records of information provided in the course of ongoing ministry. This information may be collected at public meetings, smaller group meetings, from responses to our communication to you, in response to our online communication platforms (website, social media sites).

If an individual makes a financial payment to FMM then other information such as amount and frequency of giving may be collected. We will always endeavour to provide a mechanism whereby the individual will be able to give anonymously.

Date of birth information is only collected for individuals that are under 18 years of age. This is to enable FMM to comply with ADF requirements for interactions with minors.

At some of our activities we may ask for sensitive information to be collected. For more details see the section entitled 'Sensitive Information is subject to greater restrictions'.

How do we use this information and whom may we disclose it to?

While we may send you information regarding the activities of FMM from time to time that we think may be useful to you, we are conscious of the need to respect your privacy. When we send this type of information to you, we will provide a simple means by which you may request not to receive information for that purpose in future.

We may from time to time make offers to you for your information to be passed to like-minded ministry organisations. We will not pass on your details to these organisations without your consent.

The personal contact information you give to us is available to all FMM employees. At times it is deemed appropriate to pass on contact information to volunteer supporters to assist in the conduct of FMM activities. This is only done with the consent of the individual. This is in keeping with our stated purpose for the collection of the information.

The FMM governing committee has access to some personal data relating to FMM supporters. This access enables the committee to support the staff in keeping in touch with all FMM supporters and ensuring they remain engaged with the activities of FMM and invited to appropriate meetings, such as annual general meetings.

Sensitive information is subject to greater restrictions

Some personal information we hold is 'sensitive'. Sensitive information relates to a person's:

- racial or ethnic origin
- membership of political bodies, religions or trade unions
- sexual preferences or activities
- criminal record
- state of health
- medical history

As part of our Privacy Procedure we hereby undertake to collect only the following information that is deemed to be 'sensitive information':

Racial or ethnic origin

The form of information collected may include country of origin or ethnicity.

Membership of political bodies, religions or trade unions

The form of information collected will be restricted to the denomination, location and name of the church that the individual may attend.

State of health, medical history

On occasions we may seek to collect this information, when we consider that the collection is necessary to ensure safety of personal attending FMM activities. For example, dietary issues or allergies will be collected when trainees are attending FMM-sponsored camps.

Criminal record

During the course of collecting and processing information for the Working with Children Check¹ (under the Child Protection Act) it may be made apparent that an individual has a criminal record. This information will only be held in accordance with the guidelines set down in the Child Protection Act. Under circumstances other than the collection of information pertaining to the Child Protection Act, sensitive information regarding criminal records will not be collected.

We will not be seeking to collect information regarding state of health, medical history; membership of political bodies, trade unions; or information regarding sexual preferences or activities.

Management of personal information

FMM regularly reminds its staff and volunteers who handle personal information to respect the confidentiality of members' information and the privacy of

¹ This check has different names in different states.

individuals. FMM regards any breaches of your privacy to be a very serious matter.

Safeguarding the privacy of your information is important to us, whether you interact with us personally, by phone, mail, over the Internet, or other electronic media. We hold personal information in secure computer storage facilities, and take steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records regarding you.

FMM endeavours to ensure that the personal information it holds is accurate and up-to-date. We realise that this information changes frequently with changes of address and other personal circumstances. We can update your information over the telephone or via email.

Should a data breach occur that FMM assesses as having potential to cause serious harm to an individual, then FMM recognises its obligation to report the breach including informing the affected individual of the breach along with any action it recommends the individual takes.

Requests to view and make amendments

Any individual can at any time view or amend the information that is held on them by FMM. Requests to view or amend personal information can be made by contacting our staff via office@focusmilitary.org.au.