

Grace Church Rotorua Privacy Policy

Purpose

This Privacy Policy explains how Grace Church Rotorua collects, uses, stores, discloses, and protects personal information in compliance with the New Zealand Privacy Act 2020.

Appointment of Privacy Officer

Grace Church Rotorua appoints a Privacy Officer responsible for privacy compliance, handling access and correction requests, managing privacy complaints and breaches, and liaising with the Office of the Privacy Commissioner.

Collection of Personal Information

We collect personal information necessary for our functions and activities, such as communication, pastoral care, event administration, safeguarding, financial stewardship, and legal or compliance obligations. This may include sensitive information (as defined by the Privacy Act), such as prayer requests or health information, which is handled with confidentiality and care.

We generally collect personal information directly from you and will take reasonable steps to inform you of the purpose of collection, who it may be shared with, and your rights of access and correction. Providing information is usually voluntary; however, if you do not provide requested details, we may be unable to contact you, provide services, issue receipts, or involve you in church activities.

From time to time, photos or videos may be taken at events for promotional, safety, or security purposes. All recording will be appropriate and respectful, and permission will be sought for close-up images where appropriate, taking into account the age of the individual.

Use and Disclosure of Personal Information

We use and disclose personal information only for the purposes for which it was collected, or as otherwise permitted or required by law. We do not disclose personal information to third parties unless authorised.

Some communications occur via third-party platforms like Facebook (overseas), where group members share personal information voluntarily. Participants in church groups and communication channels are encouraged to respect the privacy of others and not share personal information outside the group without consent.

Storage and Security Safeguards

We take reasonable security safeguards to protect personal information from loss, unauthorised access, modification, disclosure, or misuse in accordance with Information Privacy Principle 5.

Accuracy of Personal Information

We take reasonable steps to ensure personal information is accurate, complete, up to date, relevant, and not misleading before using or disclosing it.

Retention of Personal Information

We retain personal information only for as long as necessary to fulfil lawful purposes and securely dispose of it when no longer required.

Disclosure Outside New Zealand

Where personal information is disclosed to an overseas recipient, we do so only in accordance with Information Privacy Principle 12 and ensure comparable safeguards exist.

Access and Correction Rights

Individuals have the right to access personal information we hold about them and to request corrections. If a correction is not made, individuals may request that a statement of correction be attached.

Unique Identifiers

We assign unique identifiers only when necessary and do not use identifiers assigned by other agencies unless permitted by law.

Notifiable Privacy Breaches

If a privacy breach occurs that is likely to cause serious harm, we will notify the Office of the Privacy Commissioner and affected individuals as soon as practicable and take steps to contain and assess the breach.

Complaints

If you have concerns about your privacy, contact the Church Administrator, for referral to the Church Privacy Officer. If you are not satisfied with the response, you may contact the Office of the Privacy Commissioner.