



SCA Policy – Privacy

Spiritual Care Australia (SCA) is committed to the Privacy Act (2000), and the National Privacy Principles that are contained in the Act, listed below:

- Collection
- Use and disclosure
- Data quality
- Data security
- Openness
- Access and correction
- Identifiers
- Anonymity
- Transborder data flows
- Sensitive Information

Further information on the principles is contained within the legislation, or from the Privacy Commissioner's Office.

The diverse range of activities of SCA gives rise to numerous uses of personal information.

Personal information may be collected in a variety of ways including registration or enrolment forms, or in personal notes.

The information collected may include names, addresses, email addresses, telephone and fax numbers, medical details, family details, credit card and account numbers, and any notes taken for administrative purposes.

SCA only collects personal information which is necessary for its activities. Personal information is not shared without the prior consent of the individual. It is not distributed to any organisation, which is not associated SCA unless required by law.

All personal information is stored in a secured manner and personal data in an electronic form is stored in secured facilities.

All paper containing personal data is disposed of either by secured paper destruction. All disks and other electronic storage devices containing personal data are destroyed when no longer in use.

Individuals may access data, which is held by SCA on themselves, by notifying SCA in writing of their request. The SCA will acknowledge the request within 14

working days and arrange a time for viewing the data. Information, which is out of date or incorrect, will be updated upon written request, or the applicant will be notified of the reason why the information will not be updated.

SCA may send out newsletters and other information including information from associated bodies of SCA from time to time.

The SCA Privacy Statement is:

Personal information provided by applicants or members of SCA will only be used for the purposes gathered and can include contacting members in relation to SCA matters. This information remains confidential and will not be shared or sold on to other parties.

Any correspondence regarding this policy should be addressed to the Secretary of SCA.

The Secretary
Spiritual Care Australia
PO Box 396
ABBOTSFORD VIC 3067