

Privacy Policy for Recording Friends' Personal Data

Religious Society of Friends (Quakers) in Australia Privacy Policy

Our commitment is to protect your rights

The Religious Society of Friends (Quakers) in Australia (QA or Quakers Australia) is committed to protecting your privacy. We request and store the minimum amount of information required to carry out our role, and this information is not made available to a third party, without consent of the individual or organisation, unless required by law. We are bound by the National Privacy Principles as set out in Schedule 3 of The Privacy Act 1988 as amended.

We take all reasonable steps to ensure:

- All information provided to us will remain confidential and protected.
- We protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.
- Personal information will not be passed on to non-Quaker organisations.
- We destroy or permanently de-identify personal information if we no longer need it for any purpose.
- Your information will be used only as outlined below.

Whose information do we collect?

- Members of Quakers Australia (QA)
- Attenders at Australian Regional Meetings
- Members of overseas meetings who are living in Australia
- Children aged under 16 of these members and attenders
- People who have been in one of the categories above but are now inactive e.g. because they've resigned, died, moved and transferred overseas.
- Enquirers who want to receive newsletters, Quaker notices, etc.
- Subscribers to *The Australian Friend*
- Australian Quaker organisations such as worship meetings
- Other organisations if there's a good reason for having them on a mailing list; e.g. if we send them regular newsletters and/or information and/or correspondence.

What information do we collect?

Your Regional Meeting membership secretary typically asks you for the following information:

- Contact information (name, address, telephone number/s, email address)
- Personal details such as gender, family relationships
- The names and dates of birth of your children under 16
- Quaker details such as your main Meeting, positions held and particular areas of interest.
- Many Meetings ask visitors to leave their names, addresses and phone numbers in a Visitors' Book if they wish to receive future invitations. Such Visitors' Books are kept out of sight except during Meetings for Worship or Quaker outreach events.

For Yearly Meeting registration purposes, we will also ask for the following information:

- Your dietary and accommodation preferences
- Credit card numbers and/or bank account details where appropriate for payment

It is your choice how much of this information you provide. All information is held securely.

How do we use this information?

We collect this information to:

- Produce lists of Members, Attenders and children
- Process payments and donations and provide receipts
- Maintain accurate details of our membership; e.g. to generate the statistics for our annual Statement of Membership published in *Documents in Advance*
- Keep our members informed about decisions, events and news that may be relevant
- Allow Clerks, newsletter editors, and members of other Meetings to contact you on Quaker business matters or issues.

How is this information stored?

- On your 'profile' in the QA online database
- On the QA Membership Secretary's personal computer
- On your Regional Meeting Membership Secretary's personal computer
- On printed lists, for Quaker use only

Members' and regular attenders' information is kept on one central database accessible via the website, www.quakersaustralia.info. This information is accessible only to people with access to the Members Only section of the Quakers Australia website, and is limited by what individual members permit to be displayed.

The information in this database can be used to create printable lists. Printed lists will be kept away from public sight at your Meeting place, but can be accessed on request to the librarian, Clerk or Correspondent. Regional Meetings may also from time to time produce local lists for use within their Regional Meeting. Previous editions of the publication *Australian Quaker Meetings, Office- holders, Members, Attenders and Children* are kept for historical and archival purposes.

Regional Meeting Membership Secretaries provide details of changes of contact details and/or change of membership status for Regional Meeting newsletters.

Regional Meeting newsletters are emailed or posted to Friends' homes. Copies of these magazines are also sent to Quaker and other libraries. If you do not wish your details to be published in this way, please contact your Regional Meeting Membership Secretary.

As we have a large number of recipients of our publications, at times we use external providers to help us produce our communications and mail out newsletters and quarterly magazine. We require these providers to sign an agreement to keep your personal information confidential and secure.

We use Google Analytics to track visits to our website. We use this information to track the effectiveness of our website. Types of data collected include visits, length of visit, viewed pages and the technical capabilities of our visitors. These statistics will not identify you as an individual. For more information read Google's Privacy Policy.

Please note, in some areas of our website links to other sites can be found. These sites are not controlled by the Religious Society of Friends (Quakers) in Australia and therefore we cannot take responsibility for their content, claims of offer, or privacy practices.

Giving you control

- All members and attenders of the Religious Society of Friends (Quakers) in Australia for whom we have details recorded have the right to ask for a copy of their own details at any time.
- Quakers Australia takes reasonable steps to ensure the personal information we collect, use or disclose is accurate, complete and up-to-date.
- Members and attenders have the right to update and/or alter their details at any time by contacting their Regional Meeting Membership Secretary in person or through their Regional Meeting website.
- The Religious Society of Friends (Quakers) in Australia will provide you with the opportunity to opt out of receiving future communications from us. Contact your RM Clerk and the QA Coordinator to advise of your decision.
- Should you have any issues in relation to the Religious Society of Friends (Quakers) in Australia and your privacy, you can raise this with the QA Coordinator who will address your concerns promptly and advise you of your rights.

When contacting us, please provide the following information:

- Name
- Address
- Email address
- Telephone number
- Local Meeting or Worshipping Group and Regional Meeting

Maintaining your information

Contact your Regional Meeting Membership Secretary to ensure that you are listed as a Member or Attender. If you are unsure of the name of your Membership Secretary, consult the Clerk or Correspondent for your Local Meeting or Worshipping Group. If this is not possible:

- Send a letter to us at PO Box 6063 O'Connor ACT 2602
- Email us at coordinator@quakersaustralia.info
- Phone 0423 308 550

Questions about privacy

For further information about the privacy statement contact our QA Coordinator:

- Send a letter to us at PO Box 6063 O'Connor ACT 2602
- Email us at coordinator@quakersaustralia.info
- Phone 0423 308 550

Complaints

To register an issue in relation to the way the Religious Society of Friends (Quakers) in Australia has dealt with your privacy please speak in the first instance to your Regional Meeting Clerk. If that is not possible:

- Mail us at the QA Office: PO Box 6063 O'Connor ACT 2602
- Email us at coordinator@quakersaustralia.info
- Phone 0423 308 550