

Christian Israelite Church Privacy Policy

Document owner: Number 4 Trustees

Approved date: 7 October 2025

Review date: 30 June 2028

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1. Preamble

The Christian Israelite Church is not currently required by law to have a privacy policy. However, we recognise the importance of respecting and protecting the personal information entrusted to us. As best practice, we have voluntarily adopted this privacy policy to outline our commitment to safeguarding the personal information of our members and others in our community.

2. Scope

The Christian Israelite Church (the Church) was established in Australia in 1839 and is a religious charity registered with the Australian Charities and Not-for-profits Commission (ACNC).

The purpose of the Christian Israelite Church is to:

- respond to the Biblical hope of immortality: the redemption of spirit, soul, and body,
- participate in the regathering of the scattered tribes of Israel, that they may come to know the Messiah and enter the New Covenant with Him, and
- faithfully follow the teachings of Jesus Christ, the Messiah, who combined the teachings of the Old and New Testaments.

This policy applies to all members of the Church, volunteers, and others in our broader community whose personal information may be collected, stored, or used by the Church.

3. Definitions

Church Community	Includes members, volunteers, attendees, visitors, and others who engage with the Church in any capacity. This may be through events, services, enquiries, or ministry support.
Consent	Permission provided by an individual (or their authorised representative) to collect, use, or disclose their personal or sensitive information. Consent must be given freely and with an understanding of what it involves.
Health Information	A type of sensitive information that includes details about an individual’s physical or mental health, medical history, disabilities, or healthcare needs. This is collected only when relevant to participation in Church activities and with appropriate consent.
Member	A person who has formally joined the Christian Israelite Church in accordance with its beliefs, practices, and membership processes. Members may participate in religious services, sacraments, events, and Church decision-making processes.
Personal Information	Information or an opinion that identifies a person or could reasonably be used to identify them. This may include a person’s name, address, phone number, email, date of birth, or other contact or demographic details.
Sensitive Information	A type of personal information that includes things like a person’s religious beliefs, health information, racial or ethnic background, criminal record, or other personal matters that are considered more private. The Church only collects this kind of information with the person’s consent or where required or authorised by law.
Third Party	Any individual or organisation other than the person the information relates to or the Church itself. This may include service providers, contractors, or external authorities where disclosure is legally required or permitted.
Volunteer	A person who contributes their time and skills to support the Church’s activities without receiving financial compensation. Volunteers may or may not be members of the Church. Volunteers may assist with administration, events, children’s programs, outreach, or pastoral care.

4. Collection of Personal Information

The Christian Israelite Church collects a range of personal information necessary to carry out its religious, administrative, and community functions. The table below outlines the types of personal information we collect and how we use it.

Type of Personal Information	Examples	Purpose of Collection / Use
Contact Information	Name, address, phone number, email	To communicate with members and attendees, including sending newsletters, invitations, and event information by email or post.
Demographic Information	Date of birth, gender, marital status, nationality	For pastoral care, age-specific programs, and statistical purposes.
Religious Information <i>(sensitive)</i>	Church membership, offices held, spiritual interests, participation	To support spiritual development, pastoral care, and participation in events/rites.
Health Information <i>(sensitive)</i>	Medical conditions, dietary needs, allergies	To ensure safety at Church events, camps, or gatherings.
Historical Records	Past membership lists, records of offices held, photographs, pastoral or congregational records	To maintain a record of Church history and administration, honour past contributions, and support continuity in ministry and governance.
Photographs, Video and Audio	Images or recordings taken at Church events	For internal records, Church promotion on websites and social media channels, newsletters, or promotional materials (with consent).
Donation and Financial Information	Records of giving, donations, bank details (if applicable)	For issuing receipts, complying with tax laws, and Church financial records.
Volunteer Information	Working With Children Check, qualifications, availability	For screening, rostering, and ensuring safe ministry practices.
Emergency Contact Information	Names and phone numbers of next of kin or emergency contacts	For use in emergencies during Church activities.

5. Disclosures of Personal Information (sharing of information)

The Christian Israelite Church treats all personal and sensitive information with care and does not share it without a valid reason. This includes contact details, demographic information, religious or health information, financial records, and other sensitive or historical records.

We only disclose personal information in the following circumstances:

- the individual has given their consent (for example, to be included in an email distribution list or Church directory),
- it is required or authorised by law (such as responding to lawful requests by government authorities or emergency services),
- it is necessary to prevent or lessen a serious threat to a person's health, safety, or welfare,
- it is needed for the Church's administrative functions, such as sharing information with trusted service providers (e.g. IT support or accounting software), who are subject to confidentiality and privacy obligations,
- it is required for child safety or mandatory reporting obligations.

The Church does not sell or rent personal information to any third parties.

In the unlikely event that personal information is disclosed to an organisation or individual outside Australia, the Church will take reasonable steps to ensure that the information is handled in accordance with the Australian Privacy Principles.

6. Data Breaches

The Christian Israelite Church takes reasonable steps to protect the personal information in its care from misuse, loss, unauthorised access, modification, or disclosure.

In the event of a data breach that involves personal information, the Church will assess the situation promptly. If the breach is likely to result in serious harm, we will take steps to contain the breach, notify affected individuals where appropriate, and consider whether to notify the Office of the Australian Information Commissioner (OAIC), even if not legally required to do so.

We are committed to responding to privacy breaches with care, transparency, and appropriate action.

7. Rights and Choices

Individuals have the right to access and manage the personal information the Church holds about them. We respect these rights and aim to make the process straightforward.

You have the right to:

- **Request access** to the personal information we hold about you

- **Request corrections** if you believe any of your information is inaccurate, out of date, or incomplete
- **Withdraw your consent** for us to use your information, where consent was previously given
- **Raise a concern or complaint** about how your personal information has been handled

To make a request, please contact the Church using the details provided in Section 9: Contact Us. We may need to verify your identity before actioning your request. In some cases, we may not be able to provide access (for example, if it would impact the privacy of others), but we will explain why if this occurs.

You may also choose not to provide certain personal information. However, this may affect your ability to participate in some Church activities or receive certain communications.

8. How to Make a Privacy Complaint

The Christian Israelite Church is committed to handling personal information with care and in accordance with the Australian Privacy Principles. If you believe your privacy has been breached or mishandled, you have the right to make a complaint.

To raise a privacy complaint, please contact the Church using the details provided in Section 9: Contact Us. We ask that you provide as much detail as possible about your concern so that we can investigate and respond appropriately.

We will acknowledge your complaint promptly and aim to provide a response within 30 days. If the matter is complex or requires more time, we will keep you informed of our progress.

If you are not satisfied with the Church's response, you may contact the Office of the Australian Information Commissioner (OAIC) for general guidance or to enquire whether they can assist with your privacy concern.

Office of the Australian Information Commissioner (OAIC)

Website: www.oaic.gov.au

Phone: 1300 363 992

Email: enquiries@oaic.gov.au

9. Contact us

If you have any questions about this Privacy Policy, wish to access or correct your personal information, or would like to raise a privacy concern, please contact the Church using the details below:

Christian Israelite Church Headquarters

193 Fitzroy Street, Fitzroy

Victoria 3065 Australia

E: Privacy@cichurch.asn.au

Please include your name and contact details in your enquiry so we can respond promptly. We may need to verify your identity before actioning certain requests.