



Recording Personal Details – Church Database Information Sheet

Introduction

We invite each person who makes TBC their spiritual home to be included in the church fellowship database.

The database provides us with information about you that support effective pastoral care, ministry planning and communication. The information captured goes beyond the details that you enter when you create your own website/app account.

Reviews of our database of personal details occur from time to time. At each review of the database, you are sent a form prefilled with the details you previously provided and which currently appear on, or have been derived from the TBC database.

The review helps us ensure the data is accurate, up-to-date, complete and relevant. The way that we capture and publish the data that aligns us with the Australia Privacy Principles (APP) and helps us to protect the data from misuse and disclosure, and to provide a safe environment for the church family.

A separate record is created for each individual over 18 years of age. Permission to capture and publish the data, as specified in the church [Privacy Policy](#) is required from each individual.

Storage of your personal details

Your personal details are stored in the Church Fellowship Database and handled as follows.

We collect, hold, use and disclose the personal information to fulfil the ministry and administrative functions of Tuggeranong Baptist Church. This may include things such as:

- to contact you;
- to comply with legal obligations;
- publication as the contact person for a church ministry team or event coordinator
- to sign you up to our newsletters and invite you to our events that may be of interest and relevance to your role; or
- to help us work with you as a volunteer.

Other disclosure for your personal details

Your details will be used to meet TBC legal obligations, if

- **You are a Member** – Your details are held in the Register of Members of Tuggeranong Baptist Church Incorporated
- You have been issued with a **Registration for Working with Vulnerable People** – a photocopy of the card needs to be held in the church records.

Your Privacy/Permission

You provide only the details that you wish to be included either on the database. After you have completed your *Request to be Included in the TBC Database*, ensure that you sign to the permission slip.

Your Website/App Account

The Preference settings that you record in your account determine which communication are sent to you. This ensures that you do not receive multiple communications from the church that are not of interest to you. The account is managed by you and means that you can quickly opt in and opt out of the notification (mailing) lists. This is a benefit to the administration of the church.

Safe Church documentation for Volunteers

[Safe Church documentation](#) for volunteers is stored securely and separately from the church fellowship database details and are available only to the Safe Church team and others if you give your specific permission.

[Privacy Policy](#)