

PURPOSE

This policy is intended to provide a general overview of the handling of personal information. By providing your personal information to Lutheran Media directly or through the Lutheran Media and Messages of hope websites you consent to Lutheran Media handling your personal information in accordance with this Privacy Policy.

POLICY STATEMENT

Lutheran Media seeks to comply with its obligations under the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

DEFINITIONS**Personal Information**

Information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- Whether the information or opinion is true or not; and
- Whether the information or opinion is recorded in a material form or not. Examples of Personal Information can include (without limitation) the name, age and date of birth of the individual.

Privacy Officer

The Public Officer acts as the 'Privacy Officer' regarding this policy.

APPLICATION

In accordance with the legislated principles of privacy, Lutheran Media:

- only collects personal information that is necessary for its functions or activities;
- only collects sensitive information about an individual if the individual has consented;
- uses fair and lawful ways to collect information;
- takes reasonable steps to protect the personal information held from misuse and loss and from unauthorised access, modification or disclosure;
- takes reasonable steps to destroy or permanently de-identify personal information when no longer needed;
- gives access (when requested by the individual concerned) to the personal information held, unless there is a specified business imperative or matter of law enforcement, other public interest or any other exception pursuant to the Privacy Act 1988 (Cth), which would preclude this;
- only shares personal information data with the Lutheran Church of Australia.

RESPONSIBILITIES

All Lutheran Media staff, volunteers, association members and Committee of Management members are responsible for abiding by this policy.

The responsibilities of the Public Officer of Lutheran Media, as Privacy Officer, include:

- ongoing review of Lutheran Media's practices and procedures to ensure that they comply with this policy, current legislation and best practice;
- reviewing this policy and advising and educating Lutheran Media staff and volunteers of their responsibilities under this policy;
- the receipt of requests for information held under privacy legislation;
- the receipt and investigation of complaints relating to breach of privacy.

REFERENCES

The Privacy Act 1988

<https://www.legislation.gov.au/C2004A03712/latest/text>

Australian Privacy Principles

<https://www.oaic.gov.au/privacy/australian-privacy-principles>

DOCUMENT CONTROLS

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