

Privacy Policy

LAST REVISED	03/09/2025	VERSION No.	2.0
EFFECTIVE DATE	September 2025	APPLIES TO	Geelong Christian Media Inc.

INTRODUCTION

Geelong Christian Media Inc. Is committed to protecting the privacy of personal information which the organisation collects, holds, and administers.

Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework with which Geelong Christian Media Inc. can responsibly and legally deal with privacy considerations.

POLICY

Geelong Christian Media Inc. collects and administers a range of personal information for the purpose of maintaining detailed records of members, sponsors and donors.

Geelong Christian Media Inc. recognises the essential right of individuals to have their information administered in a protected way and accessible to them. These privacy values are reflected in our core values and philosophies.

Geelong Christian Media Inc. is bound by Victorian Privacy Laws, the Privacy and Data Protection Act 2014, and other laws which impose specific obligations regarding the handling of personal information. The organisation has adopted the respective Information Privacy Principles contained in the Victorian Privacy Laws as minimum standards.

PROCEDURES

Geelong Christian Media Inc. will:

Collection

- Only collect information that is necessary for the performance of the function of Geelong Christian Media Inc.
- Notify stakeholders about why their information is collected and how it is administered

Use and Disclosure

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose
- For any other uses, direct consent from the stakeholder must be obtained

Data Quality

- Take reasonable steps to ensure the information we collect is accurate, complete, and relevant to the functions we perform

Data Security and Retention

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification
- Only destroy records in according with our Administration & Records Management Policy

Transparency

- Ensure stakeholders are aware of the Geelong Christian Media Inc. Privacy Policy and its purpose
- Make this information publicly available in relevant publications and on the organisation's website

General Administration	CM 008	Issue Date: October 2021	Page 2 of 3
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Access and Correction

- Ensure individuals have access to information held about them and to correct it if anything is inaccurate, incomplete or misleading

Sharing Information

- Will only release personal information about a stakeholder with the stakeholder's direct permission and the stakeholder must sign a release form
- Will release information to third parties where it is requested by the stakeholder
- Will release information to the authorities if required by law or if there is significant cause for concern for the welfare of the stakeholder

RESPONSIBILITIES

The Board is responsible for adopting this policy.

The Board, CEO and all staff members, including volunteer, and contractors are responsible for the implementation of this policy.

The CEO is responsible for reviewing this policy as and when the need arises.

Authorised:

CEO of Geelong Christian Media Inc.