

Hill Top Church Inc.

Personal Data Policy

What is private data?

Hill Top Church (HTC) considers information that can identify an individual directly or indirectly as personal or private data.

Privacy principles that HTC follows

Collection of personal data

HTC will only ask *you* for *your* information (or someone authorised to act for you). The only exception to this is information collected for the purposes of a gift, prize, or award.

Viewing and updating of your personal data

You have the right to view any of your personal information that HTC holds. Consequently, you have the right to update as you see fit any information we have. Viewing and updating of personal information should be organised with the secretary of HTC.

Safety of personal data

HTC will protect any personal information collected.

Use of personal data

HTC will only use personal information for the purpose(s) it was collected, or for purposes reasonably related to the original purpose(s). HTC will not share your data without your permission.

You can request your information be withheld from any documents HTC publishes.

Any statistics published will not contain identifiers to individuals.

Complaints about mishandling personal data

If you have a complaint in how your personal information was handled, you can submit a complaint following the process outlined in the complaint handling policy.

Adopted:

To be reviewed: