

## **Privacy Statement**

Churches of Christ in WA is committed to providing quality services to you and this statement outlines our ongoing obligations to you in respect of how we manage your Personal Information.

## What is Personal Information and why do we collect it?

Personal Information is information that identifies an individual. Examples of Personal Information we collect includes: names, addresses, email addresses and phone numbers.

This Personal Information is obtained in many ways including interviews, conversations, ministry accreditation applications & renewals, marriage celebrant applications, newsletter subscription, event registration and annual statistical data sheet etc.

We collect your Personal Information for the primary purpose of providing our services, resources and information to you.

## **Security of Personal Information**

The information we collect is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure. COCWA ministry and administrative staff have access to this information only.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy all details. However, most of the Personal Information will be stored in client files which will be kept by COCWA for a minimum of 7 years.

## **Privacy Statement Enquiries**

If you have any queries about our Privacy Statement please contact us at admin@cocwa.com.au