



Privacy Collection Statement

TOO-0001

Use of this Tool

This statement:

- supports the Privacy Policy (POL-0001);
- applies to all functions and activities of the Uniting Church in Australia:
 - within and in relation to the bounds of the Queensland Synod; and
 - outside the bounds of the Queensland Synod (where managed by parts of the organisation located within the bounds of the Queensland Synod),under the *Uniting Church in Australia Act 1977 (Qld)* (**UCAQld, we or us**) which are numerous and varied; and
- is to be used every time personal information relating to an individual is collected (by any means including orally and in writing) by any person within the UCAQld (unless a collection statement specific to the information collected has been approved and is used).

When and How to use this Tool

Every time a person within the UCAQld collects personal information:

- where the personal information is collected orally - this statement must be read out;
- where the personal information is collected in writing – a printed copy of this statement must be given; or
- where the personal information is collected via email – a link to this statement must be given, to the person from whom the information is collected.

If a privacy collection statement specific to the information being collected has been approved and is used, it is not necessary to also provide this statement.

Privacy Collection Statement

We collect your personal information to enable us to further our mission, respond to your request and maintain contact with you. We may also collect sensitive information about you. You give us your explicit informed consent to our exchanging your information with any part of the UCAQld and any third party service provider or professional advisor for these purposes, or purposes reasonably related to them and also for any other purpose you have consented to or as authorised by law. If you provide us with personal information about another person, please make sure that you tell that person about this privacy statement. Further information about what personal information and sensitive information is; as well as why and how we collect, hold, use and disclose it; and how you can access your personal information is available in our [Privacy Policy](http://www.ucaqld.com.au) which you can obtain from our website www.ucaqld.com.au.

Revisions & Reviews

#	Date	Reason	Author / Reviewer	Endorsed	Approved
1.0	12.03.14	Created	Governance & General Counsel	Moderator	General Secretary
DUE	12.03.15	Review cycle – annual			