



The ACT Jewish Community is a member of the JCA family of organisations

PRIVACY POLICY

The ACT Jewish Community Inc (ACTJC) is bound by the Australian Privacy Principles.

Personal Information the ACTJC may hold

ACTJC collects and retains personal information from a variety of sources including:

- directly from individuals;
- volunteers who act as hosts/keyworkers; and
- non-ACTJC communal organisations.

ACTJC may hold the following personal information on individuals:

- Name, address, contact details.
- Donation, financial and function history.
- Birth date, marital status, gender, occupation, family and business linkages.
- Congregation and organisational affiliations.
- Instructions received from the individual.

Purposes for which Personal Information is held

ACTJC collects personal information for the purposes of fundraising, communal planning and facilitation. Failure to collect this information will prevent the ACTJC Board from discharging its fundraising and planning roles.

Disclosure of Personal Information

ACTJC benefits from the Jewish Communal Appeal (JCA) and provides the JCA on a confidential basis with the names and addresses of its members and supporters, together with the details of their support. Such disclosures of personal information do not apply to a member who has elected to opt out of this arrangement.

JCA (and other affiliated Jewish organisations) may accordingly approach individual members for fundraising purposes and for the promotion of events and services using this information.

ACTJC may itself also approach individual donors and members in relations to specific projects, programs or appeals from time to time.

ACTJC does not otherwise use or disclose personal information regarding its members other than in accordance with this policy.

Opting out

ACTJC will not disclose a member's personal information to an affiliated Jewish organisation for the promotion of events and/or services where the member has elected to opt out of such disclosure.

ACTJC will not disclose a member's personal information to the Embassy of Israel for the promotion of Embassy events to the community where the member has elected to opt out of such disclosure.

ACTJC will not publish a photograph online and/or in print of an adult member where the member has elected to opt out of such publication.

ACTJC will not publish a photograph of a child or children of a member online and/or in print where the member has elected to opt out of such publication.

Request to remove Personal Information from ACTJC members' database

If an individual elects for his/her personal information to be removed from the ACTJC members' database, the information will be removed immediately except where required for verification purposes by the Australian Taxation Office. In this case, the record will be maintained in a secure area for a period of five years from the date of the last receipt issued and then be removed.

Administrative issues

Information is used internally by the ACTJC and may be only accessed by authorised persons. Access is only provided on a need to know basis.

Individual access to Personal Information

If an individual makes a written request for access to his/her personal information, ACTJC may allow the person to attend the office to inspect his/her personal records and take notes or otherwise make available a hard copy.

Every endeavour will be made to deal with the request expeditiously.

Individual concerns/Further information

If an individual believes there has been a breach of privacy, he/she should contact the President of the ACTJC. Written confirmation of the complaint may be requested. The complainant must provide proof of identity. The ACTJC will remedy any errors in fact providing such corrections are provided in writing.

Every endeavour will be made to deal with a complaint expeditiously.

This policy is provided to all ACTJC employees and volunteers with access to the ACTJC members' database.

Authorisation

Merrilyn Sernack
Secretary
ACT Jewish Community Inc
28 June 2018

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Responsible person	Secretary	Scheduled review date	19 July 2019
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