

## PRIVACY POLICY 2.1

### CRI NETWORK LTD



Policy number	2	Version	1
Drafted by	Natalie Boyle	Approved by board on	22.03.2022
Responsible person	Carl Mutzelburg	Scheduled review date	22.03.2024

### **Introduction**

Christian Religious Instruction Network Ltd (CRIN) recognises that the right to privacy of all people is very important.

CRIN is committed to respecting and protecting the privacy of all individuals with whom it interacts.

When a person provides CRI Network Ltd with information by means of a conversation, visiting a website, emailing, participating in a CRI class, events or training days, volunteering or employment you agree to the information about you being handled as set out in this policy.

### **Purpose**

This Privacy Policy describes the information that may be collected by us and how we protect your personal information.

### **Applies to**

Any individual who chooses to interact with CRI Network Ltd and provides us with personal information.

### **Policy**

#### ***Collection of Information***

CRI Network Ltd collects and retains information about an individual which may include:

- (a) your name;
- (b) your phone number;
- (c) your email address and/or your residential home address;
- (d) your church or religious affiliation;
- (e) details associated with your registration for, and/or involvement and attending at events / training days;
- (f) records of training required for accreditation to provide Christian religious instruction in schools; and
- (g) other information required to enable us to comply with any legal obligations.

**Policies** can be established or altered only by the Board.

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CRI Network Ltd staff and administrators use this information for the purpose of the business and ministry of CRI Network Ltd, including communication, planning and undertaking events / training days and keeping records.

No one is under any compulsion to give us any information although this may affect our ability to interact and work with you.

### ***Data Storage, Security and Access***

We store your information in different ways and use physical, electronic and procedural measures to keep personal information secure from misuse, loss or unauthorised use or disclosure.

We don't let everyone who is involved with CRI Network Ltd look at your information, only the people who need to access it for the purposes of the business and ministry of CRI Network Ltd.

### ***Use and Disclosure of Information***

CRI Network Ltd staff and administrators are given access to information that they require to carry out their role and agree to comply with this policy and only use information for the purposes of CRI Network's business and ministry.

We may disclose information:

- (i) in the course of the business and ministry of CRI Network;
  - (ii) to third parties, agents or contractors which from time to time help us in the course of the business and ministry of CRI Network; or
  - (iii) to other organisations involved in the provision of Christian religious instruction in schools,
- and if we do so, our practice is to require those parties to only use your information for specific purposes and to protect your information in a similar way we do.

We may also disclose your information as required or authorised by law or with your consent.

We use personal information you provide only for purposes consistent with the reason you provided it, or for a directly related purpose. At any time you may choose to opt out of our communications and/or network. This can be done in writing.

In handling personal information, we rely on the small business exemption contained in the Privacy Act 1988 (Commonwealth).

### ***Links to other sites***

CRI Network's website and social media may contain links to other external sites. We are ultimately not responsible for the privacy practises or the content of such external web sites. We encourage you to read and understand the privacy policies on those websites prior to providing any information to them.

### ***Inquiries***

Generally, You can access information we hold about you.

If we deny your request in some circumstances, we will tell you why.

We are committed to working to obtain a fair resolution of any complaint or concern about privacy.

**Policies** can be established or altered only by the Board.

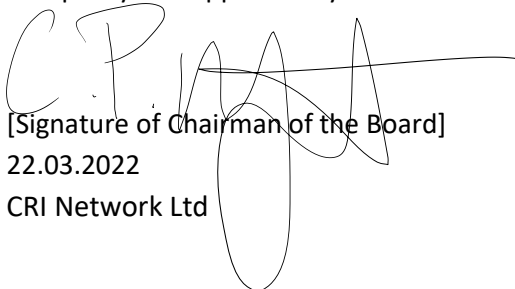
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To contact us with a compliment or complaint or a privacy question, you can email us at [admin@cri-network.org.au](mailto:admin@cri-network.org.au)

We may amend this Privacy Policy from time to time. We suggest that you visit our website regularly to keep up to date with any changes.

### **Authorisation**

This policy was approved by Carl Mutzelburg on Tuesday 22<sup>nd</sup> March 2022.

A handwritten signature in black ink, appearing to be 'C. Mutzelburg', written over a horizontal line.

[Signature of Chairman of the Board]

22.03.2022

CRI Network Ltd

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