

PRIVACY POLICY

NATIONAL SPIRITUAL ASSEMBLY OF THE BAHÁ'ÍS OF AUSTRALIA INC.

INTRODUCTION

The National Spiritual Assembly of the Bahá'ís of Australia Incorporated, Regional Bahá'í Councils, Local Spiritual Assemblies and their committees and agencies (**Bahá'í Institutions**) collect, hold, use and disclose personal information of members of the Bahá'í Faith for the administration of the Bahá'í Faith in Australia. The Bahá'í institutions also collect limited information from members of the wider community for administering educational, pastoral, social and economic development and other services provided by the Bahá'í community to the wider community.

This Policy describes ways in which Bahá'í Institutions collect, hold, use and disclose personal information (including sensitive information).

COLLECTION OF PERSONAL INFORMATION

The Bahá'í Institutions will, from time to time, collect or hold your personal information for the purpose of administering the affairs of the Faith, including without limitation:

- a) Administration of Bahá'í institutions in accordance with Bahá'í administrative principles.
- b) Administration of Bahá'í communities in accordance with the religious teachings and administrative principles of the Bahá'í Faith. Examples include:
 - a. database of contact details and general information for Bahá'ís in Australia for election purposes and general administration of the Bahá'í community;
 - b. collection of information to enable the Bahá'í Institutions to satisfy their duty (spiritual and administrative) to the Faith, to the believers and the Bahá'í community, including the duty to protect the Faith;
 - c. collection of information for resolution of disputes involving members of Bahá'í community.
- c) Collating statistical data about the state and progress of the Bahá'í Faith and its activities in Australia.
- d) Administration of the Institute Process (including study circles), Bahá'í children's classes, junior youth groups, child protection policy accreditation, social and economic activities, and other Bahá'í related activities. Examples of personal information include contact details and records of previous involvement of participants in Bahá'í activities.

The Bahá'í Institutions will endeavour, where reasonably practicable and appropriate under Bahá'í administrative principles, to collect personal information directly from you or seek your consent to the collection of your personal information.

In accordance with Bahá'í administrative principles, individual Bahá'ís have the right and duty to provide Bahá'í Institutions with personal information that impacts, or has the potential to negatively impact, on the reputation of the Faith. Such personal information may also be shared between Bahá'í Institutions themselves and with the appointed institutions of the Bahá'í Faith (comprising the International Teaching Centre (located in Haifa, Israel), members of the Continental Board of Counsellors, Auxiliary Board members and their Assistants). Any personal information provided to a Bahá'í Institution in confidence should not be disclosed to third parties unless exceptional circumstances exist.

Unsolicited personal information received by Bahá'í institutions not reasonably necessary for administering the affairs of the Faith will, where lawful and reasonable, be destroyed or de-identified as appropriate.

USE AND DISCLOSURE OF PERSONAL INFORMATION

Your personal information will be used and disclosed for the purpose for which it was collected or for a directly related secondary purpose; unless you consent to its use and/or disclosure for other purposes, or a "permitted general situation" (as defined in the *Privacy Act 1988*) exists.

A directly related secondary purpose inherent in Bahá'í administrative principles is the collection, use, disclosure and transfer of personal and sensitive information between the Universal House of Justice (located

in Haifa, Israel), Bahá'í Institutions, the appointed institutions of the Faith (Continental Board of Counsellors, Auxiliary Board members and their Assistants), and in specific cases to overseas National Spiritual Assemblies, in accordance with Bahá'í administrative principles, for the purposes of administration of the affairs of the Bahá'í Faith in Australia.

For Bahá'í administrative purposes only, Bahá'í Institutions will distribute to the Universal House of Justice, to other National Spiritual Assemblies, to the appointed institutions and to other Bahá'í Institution, aggregated statistical information which does not contain any features that will identify any individual.

ACCURACY & SECURITY OF PERSONAL INFORMATION

The Bahá'í Institutions will take reasonable steps to ensure personal information collected, held, used or disclosed is accurate, up-to-date, complete and relevant. It is the individual's responsibility to inform Bahá'í Institutions of any change in their personal contact details.

The National Spiritual Assembly takes reasonable steps to, and has implemented appropriate physical, electronic and managerial security procedures at the National Secretariat in order to, protect personally identifiable information from misuse, interference, loss, unauthorised access, modification or disclosure to unauthorised persons. There are different levels of access to personal information based on administrative authorisation which is achieved by password protection identifying various levels of access (i.e. access only to information needed to fulfil functions of the institution, agency, committee, staff or representative).

The National Spiritual Assembly's commitment to privacy extends to its internet sites. The public website at www.bahai.org.au holds no personal data. The Australian Bahá'í web portal Encompass and the Australian Bahá'í Members' Site are available to Bahá'ís only and operate under the principles in this Privacy Policy.

Personal information will be stored for as long as the Bahá'í Institutions deem it necessary for the administration of the affairs of the Faith. Once personal information is no longer relevant, reasonable steps are taken to destroy or de-identify the information.

ACCESSING & CORRECTING PERSONAL INFORMATION

Except for requests relating to access and correction of your personal contact details which can be made by you directly on the Australian Bahá'í web portal Encompass or made to the appropriate Bahá'í Institution, all other requests for access and correction of your personal information held by a Bahá'í Institution must be submitted in writing to the National Spiritual Assembly, and directed to: National Bahá'í Centre, 173 Mona Vale Rd, Ingleside NSW 2101; Email: secretariat@bnc.bahai.org.au.

You have access to your own personal contact details and general information held about you on the Australian Bahá'í web portal Encompass. The National Spiritual Assembly will generally give you access to your personal information unless it is inappropriate to do so under Bahá'í administrative principles or where providing access is exempted under the *Privacy Act*. Access would generally not be provided where providing access would/could:

- a) breach the confidence upon which information is shared with the Bahá'í Institution by another individual;
- b) have an unreasonable impact upon the privacy of other individual(s);
- c) be likely to prejudice an investigation of possible unlawful activity or violation of Bahá'í law;
- d) pose a serious threat to the life, safety or health of any individual or to public health or safety; and/or
- e) be unlawful or prejudice legal rights of Bahá'í Institutions.

The National Spiritual Assembly may charge a fee (covering reasonable costs of locating and supplying the information) for responding to a request for access to personal information.

The National Spiritual Assembly will take reasonable steps to correct your personal information if information held is inaccurate, out of date, incomplete, irrelevant or misleading.

If the National Spiritual Assembly refuses access and/or disagrees that the information held should be corrected, the National Spiritual Assembly will advise you in writing of the refusal to access or amend the information and where reasonable set out the reasons.

In circumstances where the National Spiritual Assembly refuses to correct your personal information, you can request that a statement outlining the perceived discrepancies be associated and filed with the relevant information. The National Spiritual Assembly will take reasonable steps to comply with any such request.

QUESTIONS AND COMPLAINTS

If you have any queries about this Policy or wish to raise a concern about the manner in which your personal information is collected, held, used or disclosed by the Bahá'í Institutions, you are welcome to contact the National Bahá'í Centre at the abovementioned addresses. Complaints received will be investigated and assessed by one or more appointed representative(s) of the National Spiritual Assembly of the Bahá'ís of Australia Inc.

*From time to time the National Spiritual Assembly may find it necessary to amend or revise this Policy.
A copy of the most recent version of this Policy can be obtained from the National Bahá'í Centre
or the Australian Bahá'í Members' Site.*

Date First Approved: 16 March 2006 (issued May 2006)

Date of Amendments to Privacy Policy:

Revised October 2014