

## North New South Wales Conference Information Collection Notice – Conference Run Camps



1. The Seventh-day Adventist Church, (North New South Wales Conference) Ltd collects personal information, including sensitive information about those attending camps before and during the course of their engagement. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the North New South Wales Conference to provide for the needs of an individual during the course of a conference run camp.
2. Some of the information the North New South Wales Conference collects is to satisfy legal obligations, including its workplace health and safety duty of care.
3. In order to consider your application to attend a camp run by the North New South Wales Conference office, you consent to our collecting personal information about you and/or dependants where applicable, to ensure that accommodation, medical, safety and duty of care needs are met.
4. The personal information we collect about you and/or your dependants will be stored securely. Data will be kept based on legal requirements.
5. Where health information is collected to meet duty of care requirements the North New South Wales Conference will:
  - secure all health information we collect
  - ensure this information is only disclosed to staff on a “need to know” basis
  - ensure this information is not disclosed to other third parties without consent
6. The North New South Wales Conference may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
  - government departments;
  - third party service providers that provide online applications (apps), which may include email and instant messaging;
  - people providing administrative and financial services to the New South Wales Conference
  - anyone you authorise the North New South Wales Conference to disclose information to; and

- anyone to whom the North New South Wales Conference is required or authorised to disclose the information to by law, including under child protection laws.
7. Failure to provide this information will present an unacceptable risk to the North New South Wales Conference and we may not accept your application.
  8. The North New South Wales Conference may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The North New South Wales Conference's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
  9. The North New South Wales Conference's Privacy Policy is accessible via the North New South Wales Conference website or from the North New South Wales Conference office. The policy sets out how individuals may seek access to, and correction of their personal information which the North New South Wales Conference has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the North New South Wales Conference's duty of care obligations. Any refusal will be notified in writing with reasons if appropriate.
  10. The North New South Wales Conference's Privacy Policy also sets out how individuals can make a complaint about a breach of the APPs and how the complaint will be handled.
  11. The North New South Wales Conference will obtain your consent prior to including photographs or videos or other identifying material of you or your dependant in our promotional material or otherwise making this material available to the public, such as on the internet.
  12. If you provide the North New South Wales Conference with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the North New South Wales Conference and why, that they can request access to and correction of that information if they wish and to also refer them to the North New South Wales Conference's Privacy Policy for further details about such requests and how the organisation otherwise handles personal information it collects and complaints it receives.