



We seek to engage personally with everyone in our community to help them start following Jesus, connect with his people, grow in knowing Jesus and serve in love.

STANDARD INFORMATION COLLECTION NOTICE

1. **The Lakes Church** collects personal information, including sensitive information about members, adherents and visitors during the course of participation in **The Lakes Church** events and other activities.
2. **The Lakes Church** collects this information via a variety of means, including the documents and forms submitted by you, by written notes or in the course of conversations with pastoral or administrative staff.
3. We may be required to collect personal information in accordance with legislation including The Privacy Act 1988 (Cth), Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth), Health Records and Information Privacy Act 2002 (NSW) and Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth).
4. Your Personal information is stored and accessed through our online church community membership database (Elvanto).
5. **The Lakes Church** may disclose your personal information to its technology service providers who may be based overseas, and/or store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia. The countries in which those overseas recipients and servers are likely to be located are Singapore, Hong Kong, Canada and the United States of America.
6. The primary purpose of collecting this information is to enable **The Lakes Church** to support the ministry activities of **The Lakes Church** and to enable members, adherents and guest to participate in the activities of the church.
7. Photographs of activities such as camps, Youth and other ministry activities may be taken for publication in **The Lakes Church** news and on our website or social media page. The Privacy Policy sets out the guidelines by which this may happen, including outlining your ability to opt-out of this usage.
8. **The Lakes Church** Privacy Policy (available at www.thelakes.net.au) also sets out:
 - a. how you may seek to access, or correct personal information collected about you.
 - b. how you may complain about **The Lakes Church's** management of your personal information; and
9. We can be contacted via the address details listed in the footer of this document.

**This document is a summary of The Lakes Church Privacy Policy.
Full copies of the policy are available from the Office
and are published on our website (<https://www.thelakes.net.au/>).**

EMPLOYMENT APPLICATION COLLECTION NOTICE

This section of the standard Collection Notice applies specifically to the collection of personal information relating to the employment process.

1. In applying for a position, you will be providing **The Lakes Church** with personal information. We can be contacted at:

The Lakes Church

6 Pioneer Avenue, TUGGERAH NSW 2259

02 4353 0977

office@thelakes.net.au

2. **The Lakes Church** may also collect your personal information from third parties, for example, from previous employers or nominated referees, and from publicly available sources.
3. We may also collect sensitive information from you, for example, medical information and criminal history, if it is relevant to the role you are applying for.
4. If you do not provide us with your personal information, we will not be able to progress your job application.
5. We may keep your information on file for up to 12 months if your application is unsuccessful in case another position becomes available.
6. If you submit an un-solicited resume, we may keep your information on file for up to 12 months in the event that a position becomes available.
7. **The Lakes Church** may disclose personal information to referees and also to third party suppliers that are used to help with our recruitment processes.
8. We are also required to conduct Working with Children Check (WWCC) screening for all potential employees through The Office of the Children's Guardian, under the Children and Young Persons (Care and Protection) Act 1998.