

Collection of personal information, uses and disclosures

This table summarises how St Stephen’s Anglican Parish of Coorparoo collects, uses and discloses personal information in different scenarios.

Situation	Information collected	Uses	Disclosure
Becoming a member of St Stephen’s	<ul style="list-style-type: none"> Name Name of spouse / children Email address Phone number Address Date of birth (optional) 	<ul style="list-style-type: none"> To Communicate with you by email or phone. To minister to you, as requested. To distribute parish news or newsletters to you (you can opt-out at any time by clicking the unsubscribe link in the e-newsletter). To respond to an enquiry from you. Other uses as described in ACSQ’s Privacy Policy. 	<ul style="list-style-type: none"> Publish your name and family members’ names in our Member Directory (optional, visible to other parishioners). Third-party service providers who help us to maintain our member list or share news or newsletters with you. Other disclosures as described in ACSQ’s Privacy Policy.
Attending a worship service, event or other activity held by or at St Stephen’s	Your image recorded in photos or video of attendees	<ul style="list-style-type: none"> For promotion or marketing purposes. 	<ul style="list-style-type: none"> Publicly accessible on the St Stephen’s website, social media channels, newsletters or other marketing publications.
Serving (or applying to serve) in a volunteer role at St Stephen’s	<ul style="list-style-type: none"> Name Email address Phone number Other information about suitability for duties 	<ul style="list-style-type: none"> To communicate with you in connection with your application and suitable for the role. To assess your application to serve. Other uses as described in ACSQ’s Privacy Policy. 	<ul style="list-style-type: none"> Church leaders, staff or volunteers assessing your application or involved in the role. Publish your volunteer role in our Member Directory (visible to other parishioners). Other disclosures as described in ACSQ’s Privacy Policy.
Serving (or applying to serve) in a parish leadership or staff role at St Stephen’s (e.g. children’s or youth ministry leader, Churchwarden, Parish Councillor, Youth Pastor etc.)	<ul style="list-style-type: none"> Name Email address Phone number Date of birth Address Blue Card number Result from your police record check (if applicable) Safe Ministry Check (if applicable) Referees’ name and contact details (if applicable) other information about suitability for duties 	<ul style="list-style-type: none"> To communicate with you in connection with your application or role. To assess your application to serve. Other uses as described in ACSQ’s Privacy Policy. 	<ul style="list-style-type: none"> Church leaders, staff or volunteers assessing your application or involved in the role. Publish your volunteer role in our Member Directory. Other disclosures as described in ACSQ’s Privacy Policy.

Situation	Information collected	Uses	Disclosure
Tithing, giving, bequeathing or paying money to St Stephen's	<ul style="list-style-type: none"> Name Amount of money 	<ul style="list-style-type: none"> Administering tithes/offerings, gifts, bequests or payments. Other uses as described in ACSQ's Privacy Policy. 	<ul style="list-style-type: none"> Third-party service providers who help us to transact electronic payments with you, such as accepting or refunding a payment or security deposit. Other disclosures as described in ACSQ's Privacy Policy.
Hiring a St Stephen's property (e.g., Hall)	<ul style="list-style-type: none"> Name Phone number Email address Address Amount of money Bank account details (if applicable) Insurance certificate of currency (if applicable) 	<ul style="list-style-type: none"> To communicate with you about your hire. To return bond / key deposit money to you. Other uses as described in ACSQ's Privacy Policy. 	<ul style="list-style-type: none"> ACSQ (for insurance purposes). Third-party service providers who help us to transact electronic payments with you, such as accepting or refunding a payment or security deposit. Other disclosures as described in ACSQ's Privacy Policy.
Renting a St Stephen's property	<ul style="list-style-type: none"> Name Phone number Email address Address Amount of money 	<ul style="list-style-type: none"> To communicate with you about the rental. To return bond money to you. Other uses as described in ACSQ's Privacy Policy. 	<ul style="list-style-type: none"> Third-party service providers who help us to transact electronic payments with you, such as accepting or refunding a payment or security deposit. Other disclosures as described in ACSQ's Privacy Policy.
Registering for an event	<ul style="list-style-type: none"> Name Email address Phone number Other information relevant to the event. 	<ul style="list-style-type: none"> To communicate with you about the event. To cater to you at the event. 	<ul style="list-style-type: none"> Third-party service providers who help us to transact electronic payments with you, such as accepting or refunding a payment or security deposit. Other disclosures as described in ACSQ's Privacy Policy.