

Privacy Collection Notice

The South Pacific Division (**SPD**) of the Seventh-day Adventist Church in Australia (**Church**) is dedicated to protecting your personal information in accordance with the *Privacy Act 1988* (Cth) (**Act**). Our commitment and practices are detailed in our [Privacy Policy](#).

This **Privacy Collection Notice** outlines how we collect, use and manage the personal information you provide through the **Ministry Employment Application Process**.

What information we collect?

As part of your application for a ministry position within our various entities, we collect personal information including:

- your name, contact details, and other identifying information;
- details about your qualifications, experience and suitability for a ministry position;
- other information you choose to provide in your application or supporting documents.

Why we collect your information?

We collect your personal information to:

- process your application, including assess your suitability for a ministry position within the Church or its entities;
- communicate with you about your application;
- comply with legal obligations and internal governance requirements; and
- maintain records for future reference regarding potential ministry positions.

How we use and disclose your information?

Your personal information will be:

- used solely for the purposes described above;
- accessed only by authorised personnel involved in the ministry employment process;
- disclosed to relevant Church committees or entities, or external advisors assisting with the selection process, where necessary to process your application.

We will not disclose your personal information to third parties outside the Church, except as required by law or with your consent.

What happens if you don't provide us with your information?

If you choose not to provide certain information, we may be unable to process your application, including assess your suitability for a ministry position.

However, if you provide us with your personal information in this Form, you acknowledge that you do so voluntarily and consent to the Church collecting, using and managing your information as outlined in this Notice.

Is my personal information secure?

We take reasonable steps to protect your information and keep it secure from misuse, loss, unauthorised access, modification, or disclosure. In line with our [Privacy Policy](#), your personal information will be securely stored in our systems and in accordance with the Church's data protection policies and legal requirements.

Can I access and correct my information?

You have the right to access the personal information we hold about you and to request corrections if the information is inaccurate, incomplete, or outdated. To make a request, please contact our Privacy Officer using the details below (also found in our [Privacy Policy](#)).

Where do I find more about how you manage personal information?

For more information on how we manage personal information, including how to make a complaint about a breach of privacy or to contact us, please refer to our [Privacy Policy](#) at <https://adventistchurch.com/privacy/>.

Contact Us

If you have any questions about this Privacy Collection Notice or how your personal information is handled, please contact the Privacy Officer on detail below:

The Privacy Officer
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