

Dear Pastors

Re: BUV Online Directories in 2010

This is a friendly reminder that instead of seeking updates from you for a hard bound yearbook, we are currently developing an **Online Churches Directory** (expected just prior to or just after Christmas) and a password protected **Online Pastors Directory** (expected in early 2010).

It will still be possible to obtain a hard copy of all the directory information for a small fee, but this will not be automatically sent out and will not be professionally printed and bound.

The **Churches Directory** will include only 'public' information such as Service Times, Street Address, Melways Reference, Postal Address, Church Phone, Fax, Email and Web details. This information will be drawn from our current database. Where a church has no fax or website, etc, that category will be blank.

Maps will also be present with the ability to search by click or by postcode/s.

Changes can be made using an online 'Update Our Details' form which will update the BUV database and online directory in less than 10 days, or by calling the BUV Office on 9880 6100 for a hard copy of the form.

The **Pastors Directory** will not be as prominent on the BUV website. It will be password protected and it will only contain the following fields of information for pastors who **consent in writing** to be in this directory: Pastoral Leader Status, Postal Address, Email, Work Phone, and Current/Prior Roles. We are still to determine if inclusion of mobile phone number is wanted, and will be asking for your view. If the BUV database does not hold any of the info, the category will be blank.

The online Pastors Directory will not go live until a reasonable number of consents are given, and again, there will be an online 'Update My Details/Consent' form.

The consent you may have previously given for the hard copy yearbook cannot be taken as consent to the online directory. **The following "2010 Online Pastors Directory Consent Form" must be completed by all pastors.**

The BUV team appreciates that not all pastoral leader's work online and so forms and other information will be available in hard copy. We also appreciate that many questions may arise for you or your church.

You are welcome to contact Trudy Skilbeck, Rhonda Shaw or Kylie Kendall at the BUV office at any time if you have questions or feedback at any stage (9880 6100 or buu@buu.com.au)

We hope that you will respond positively to the attached consent form and we ask for its return by **Monday 1 February 2010**.

2010 ONLINE PASTORS DIRECTORY CONSENT FORM

- Fields in CAPS/UNDERLINE are the only fields that will appear in our online Pastors Directory
- Fields marked * are mandatory
- All other fields are for when your information is new to us

*FULL NAME:

*CURRENT CHURCH/ORGANISATION:

*CURRENT POSITION:

Date started:

POSTAL ADDRESS:

PREFERRED EMAIL FOR DIRECTORY:

WORK/CHURCH PHONE:

Mobile:

Home phone:

Any other details you would like us to have for our database:

Would you like to see mobile phone numbers included as a category in the online Pastors Directory? (Please tick one) Yes No

CONSENT

I consent to The Baptist Union of Victoria including my personal information in these categories (Pastoral Leader Status, Full Name, Current Church/Organisation, Postal Address, Preferred Email, Work/Church Phone, Current/Prior Roles) in an online Pastors Directory and any PDF made of this directory for the purposes listed on the following page.

I consent

I do not consent

Please note that we cannot exclude some categories for any individual listing in the online Pastors Directory. Either you consent, and all information held about you in our database in the listed categories is present, or you do not consent.

Name:

Signature:

Date:



Your Information

In accordance with the *Privacy Amendment (Private Sector) Act 2000*, which amends the *Privacy Act 1988*, we wish to advise that The Baptist Union of Victoria may already have some or all of the above information about yourself.

Primary and secondary purposes

This information is being collected for the primary purpose of:

- Maintaining the Baptist Union of Victoria Database
- Maintaining an accurate BUV Online Pastors Directory for pastors who wish to participate

The information may also be used or disclosed for secondary purposes of:

- Mail outs from the BUV
- Distribution of other relevant church information

We will only use or disclose this information for these purposes if this consent form is signed and returned.

Access to your information

You may request access to the personal information that we hold about you. Our contact details are provided at the end of this page. There is no charge for requesting access to your personal information, and we will not charge you when we provide you access to your personal information.

Disclosure to other organisations

Your personal information may be disclosed to the following organisations: Victorian Baptist Churches, agencies and related organisations, their pastors, chaplains and officers.

We will not provide our online directory to **any** other organisation in an electronic format.

What will happen if you do not complete and return this consent form to us?

If you do not complete and return this consent form to us your details will not appear in the online pastors directory and any PDF of such information. Additionally you will not receive any personally addressed mail outs.

If you HAVE already submitted a consent form for the online directory once you don't need to fill out another one unless you are updating us. Your details will continue to be used by the Baptist Union of Victoria unless you inform us otherwise.

Your right to have incorrect personal information corrected

If you believe The Baptist Union of Victoria may have inadvertently recorded your personal information inaccurately, it is your right to contact us to request the information be corrected.

Our privacy handling policy

You can obtain a copy of our privacy policy document from our office at Level 1/1193 Toorak Rd Camberwell or via www.buv.com.au