

PRIVACY POLICY

St Petri Church Regional Learning Hub

ABN: 85 802 762 786

Website: hub.stpetri.org.au

Effective Date: March 2026

1. Purpose

This Privacy Policy explains how the St Petri Regional Learning Hub (the Hub) collects, uses, stores, and discloses personal information in accordance with the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). The Hub is committed to handling personal information with integrity, transparency, and care.

2. What Personal Information We Collect

The Hub may collect the following types of personal information:

- Names, email addresses, and contact details
- Date of birth (where relevant to enrolment)
- Course enrolment and learning progress data
- Comments, feedback, and contact form submissions
- Photographs or videos where a person's identity is identifiable
- IP addresses and browser/device information collected automatically
- Cookie and analytics data relating to website usage

3. How We Collect Personal Information

We collect personal information directly from you when you:

- Register for an account on the Hub
- Enrol in a course or learning program
- Submit a contact form or prayer request
- Communicate with us by email or phone
- Participate in events or surveys

We also collect information automatically through your use of our website, including via cookies, analytics tools, and server logs. This is explained further in Section 6.

4. Why We Collect Personal Information

The Hub collects and uses personal information to:

- Provide access to online courses, lessons, and learning resources
- Process enrolments and registrations
- Respond to enquiries, contact form submissions, and prayer requests
- Send relevant updates about courses, events, and Hub activities
- Maintain accurate records for instructors, volunteers, and participants
- Improve the website and learning experience
- Meet legal, regulatory, and compliance obligations

If you do not provide the requested information, the Hub may not be able to provide you with access to certain services or resources.

5. Third-Party Services and Plugins

The Hub operates using WordPress and a number of third-party plugins and services. Each of these may collect, process, or store data as part of their function. We are committed to being transparent about these services and the data they handle.

5.1 Learning Management

- LearnPress (ThimPress) - manages course enrolments, lesson progress, and quiz results. Data is stored on our hosting server.

5.3 AI Chat and Search

- AI Chat & Search Pro (PureThemes) - provides the conversational AI assistant on the Hub. This plugin may log conversation data, which is used to provide analytics and insight to better improve site functionality. All chat data and history is automatically deleted after 30 days. Users should avoid sharing sensitive personal information, especially financial information, through the AI chat interface.

5.4 Contact Forms

- Contact Form 7 (Rock Lobster Inc.) with Ultra Addons - collects and submits contact form data to the Hub's admin email.
- Flamingo - stores contact form submissions in the WordPress database as a message archive.

5.5 Cookie Consent and Compliance

- CookieYes - manages cookie consent in accordance with GDPR and Australian privacy standards. Collects consent records.

5.6 Analytics

- Independent Analytics - a privacy-focused, self-hosted analytics plugin. Data is stored locally on our server and is not shared with third parties such as Google.

5.7 Email Delivery

- WP Mail SMTP - routes outgoing emails through our cPanel hosting SMTP server (hub.stpetri.org.au). Emails are sent from admin@hub.stpetri.org.au.

5.8 Security

- Advanced Google reCAPTCHA (WebFactory Ltd) - protects forms from spam and bots. Google may collect IP address and browser data as part of reCAPTCHA verification. See google.com/intl/en/policies/privacy.
- LiteSpeed Cache - a server-side caching plugin. No personal data is shared externally.
- UpdraftPlus - performs automated backups. Backups may be stored on a remote destination (such as Google Drive or Dropbox) depending on configuration. No personal data is shared beyond backup storage.

5.9 Accessibility

- Ally - Web Accessibility & Usability (Elementor.com) - provides accessibility features such as contrast modes and text resizing. Usage data may be processed by Elementor.

5.10 Events

- WP Events Manager (ThimPress) - manages event listings and registrations. Registration data is stored locally.

5.11 Page Builder and Design

- Elementor - used to build and display web pages. No personal data is collected directly by Elementor on the frontend.

6. Cookies and Tracking

When you visit the Hub, our website may place cookies on your device. Cookies are small data files that help us recognise your device and improve your experience. We use cookies to:

- Keep you logged in to your account
- Remember your cookie consent preferences
- Analyse how visitors use the site (via Independent Analytics)
- Support security features such as reCAPTCHA

You can adjust your browser settings to refuse cookies, though some features of the Hub may not function correctly if you do so. Our cookie consent banner (managed by CookieYes) gives you control over non-essential cookies.

7. Overseas Disclosure

Some of the third-party services used by the Hub may transfer, store, or process data outside of Australia. Known destinations include:

- USA - Google (reCAPTCHA)
- USA/EU - Elementor (accessibility features)
- Backup storage destination - dependent on UpdraftPlus configuration (e.g. Google Drive servers, which may be located in the USA)

The Hub takes reasonable steps to ensure that overseas service providers handle personal information in a manner consistent with the Australian Privacy Principles. Where possible, we select services with documented privacy commitments.

Note: The previous version of this policy referenced Singapore, the Philippines, the USA and the UK as data destinations. Following a review of our actual plugin and service usage, the current destinations listed above more accurately reflect where data may be transferred.

8. Data Security

The Hub takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification, or disclosure. Security measures include:

- Secure HTTPS encryption across the website
- Password-protected user accounts
- reCAPTCHA protection on forms
- Regular automated backups via UpdraftPlus
- Access restricted to authorised administrators only

Please be aware that no data transmission over the internet is entirely secure. Any information you transmit to us online is done at your own risk.

9. Notifiable Data Breaches

In the event of a data breach that is likely to result in serious harm, the Hub will notify affected individuals and the Office of the Australian Information Commissioner (OAIC) in accordance with the Notifiable Data Breaches scheme under the Privacy Act 1988 (Cth).

10. Accessing and Correcting Your Information

You may request access to the personal information the Hub holds about you at any time. You may also request that we correct information that is inaccurate, incomplete, or out of date. To make a request, please contact us using the details in Section 12.

We will respond to requests within a reasonable timeframe. In some circumstances we may be unable to provide access, in which case we will advise you of the reason.

11. Sensitive Information

The Hub recognises that some users may share sensitive information, including faith beliefs, health matters, or personal struggles, particularly through the prayer request form or AI chat. This information will be treated with the utmost respect and confidentiality. Sensitive information will not be disclosed to third parties without your express consent, except where required by law or to prevent serious harm.

12. Contact

For any privacy-related questions, requests, or concerns, please contact:

St Petri Church Regional Learning Hub

Email: learninghub@stpetri.org.au

Phone: 08 8562 1011

Website: hub.stpetri.org.au

This policy was last reviewed and updated in March 2026.