

CHRIST LUTHERAN CHURCH  
PRIVACY STATEMENT

March 2017

## 1 OVERVIEW

Your privacy is of the utmost importance to Christ Lutheran Church (CLC). Because we gather certain types of information about our members and guests/visitors, hereafter referred to as ministry participants, we feel you should fully understand our policy and the terms and conditions surrounding the capture and use of that information. This privacy statement discloses what information we gather and how we use it.

## 2 INFORMATION CHRIST LUTHERAN CHURCH GATHERS AND TRACKS

Christ Lutheran Church gathers three types of information about ministry participants: information that ministry participants provide through optional, voluntary submissions. These are voluntary submissions to receive our electronic newsletters or advertising related to upcoming events, or request reserved seating for special events.

Information that ministry participants provide when making donations or contributions. Christ Lutheran Church does not collect credit card information. We utilize a third-party organization to collect electronic payments for financial donations and contributions. At most, Christ Lutheran Church may collect your name and the amount of the online donation or contribution.

Some services, festivals and events, hereafter referred to as church activities, may be recorded and/or photographed. Images of people attending or participating in these church activities may be used and shown in our resources and for other promotional purposes (both print and online). Through attending church activities, you agree to Christ Lutheran Church using your image. Your name may or may not be associated with your image. If you wish to opt-out of having your image used, you must inform the photographer/videographer prior to attending the church activity from being included in the photograph/video. Christ Lutheran Church cannot control the use of any photographs/videos taken by other participants using personal devices and is posted on their own social media sites.

## 3 HOW WE COLLECT YOUR INFORMATION

We collect your information in the following ways:

- face to face contact;
- electronically including through our website and online surveys;
- via social media messages or conversation;
- during phone calls;
- voice or image recordings;
- whilst delivering and administering services at our facilities or other facilities; and from forms and other correspondence (both in writing and electronically).

### 3.1 Ministry Participant Information

Ministry participants are anyone that provides personal identifiable information to Christ Lutheran Church in relation to ministry and/or business with the church. Ministry Participants refers to guests/visitors and outside contributors. For this Privacy Statement, church members will not be included under the Ministry participant definition. Information collected and maintained at Christ Lutheran Church includes but is not limited to:

- Name
- Address
- Phone Numbers
- Email
- Donation/Contribution Amount

### 3.2 Member Information

Christ Lutheran Church may collect the following information about our members. This information is usually provided on paper and transferred to a third-party Church Management System for record keeping. Information collected and be maintained by Christ Lutheran Church includes but is not limited to:

- All Ministry Participant information listed above
- Date of Birth
- Marital Status
- Gender
- Family member names and relation
- Wedding Date
- Confirmed Date
- Baptized Date
- Employer
- Position
- Blood Type

#### 3.2.1 *Accessing and correcting your personal information*

Members can access their personal information online or by request. Occasionally, we may need to refuse your request to access information, for example, where granting you access would infringe someone else's privacy.

When you request access, we will ask you to provide some form of identification so that we can ensure that you are the person to whom the information relates.

### 3.3 Health information

Christ Lutheran Church may collect health information from you. When collecting health information, we will obtain your consent to such collection and explain how the information will be used and disclosed.

We will not use health information beyond the consent provided by you, unless your further consent is obtained or in accordance with one of the exceptions under the Privacy Act or in accordance with another applicable law.

If we use your health information for research or statistical purposes, it will be de-identified if practicable to do so.

### 3.4 Events/Activity Registrations

When reserving seating for events and/or activities you may need to provide a name and contact information. This information is only used to contact you regarding the event/activity registered for. Non-Christ Lutheran Church staff may have access to this information. Providing contact information for events/activities is voluntary.

## 4 USE OF INFORMATION

Christ Lutheran Church does not rent, sell or exchange your information. Your information may be disclosed to third-party organizations that we use to help support our ministry. We take reasonable steps to ensure that these organizations are bound by confidentiality and privacy obligations when handling your personal information.

## 5 SECURING YOUR INFORMATION

We take reasonable steps to ensure the security of personal and sensitive information we hold and to protect it against loss, misuse or unauthorized access, destruction, use, modification or disclosure.

Our Information Systems are password protected and comply with applicable security standards. Only authorized personnel are permitted to access these details.

It is our policy to:

- permanently de-identify personal information where reasonable and possible; and
- destroy personal information once there is no longer a legal or business need for us to retain it.

## 6 COOKIES

When you visit this website a record of your visit is logged. The following data is supplied by your browser:

- Your IP address and/or domain name;
- Your operating system (type of browser and platform);
- The date, time and length of your visit to the website; and
- The resources you accessed and the documents you downloaded.

This information is used to compile statistical information about the use of our website. It is not used for any other purpose. If you do not want ‘cookies’ to be used please adjust your browser settings to disable them.

## **7 LINKS TO OTHER WEBSITES**

Our website may contain links to third party websites, and third party websites may also have links to our website. Our privacy policy does not apply to information gathered through other sites. We are not responsible for the actions and privacy policies of their parties and other website. Be aware of when you leave Christ Lutheran Church site and read he privacy policies of each site that you visit. The operators of other websites may collect your personal information.

We encourage you to read the privacy policies of any website you link to from our website