PRIVACY POLICY: STRAND BAPTIST CHURCH

1. INTRODUCTION

This privacy policy sets out the basis on which any personal information that we, the Strand Baptist Church, collect from you, or that you provide to us, will be used, stored and processed by us (hereinafter referred to as "collect" or "collection"). Read the following carefully to understand our practices regarding your personal information (as defined below) and how we will process it.

In adopting this privacy policy, we wish to ensure you that the use of your personal information is lawful, reasonable, and relevant to our church's activities, including our interaction with members of the church and our community. We will take reasonable steps to prevent unauthorised access to, or disclosure of your personal information. However, we cannot guarantee that your personal information shall be secure, despite our best efforts to protect it.

By continuing to interact with us, you agree to the terms and conditions set out in this privacy policy.

Below we explain how and when we collect and use personal information. **If at any time you have enquiries that are not dealt with in this document, please contact us at info@strandbaptist.org.za.**

2. THE INFORMATION WE COLLECT AND RECORD

2.1 In the delivery of our ministry, we request, receive, store and record personal information, as this term is defined in the Protection of Personal Information Act ('POPIA'), particularly in our:

- membership forms
- visitor's cards
- Sunday school lists
- event lists; and
- volunteer lists.

This list is not exhaustive.

2.2 We collect and record only the minimum personal information that is required for us to process the application, activity or request. In doing so, we comply with POPIA in that we implement reasonable practices to ensure the private information is protected.

3. YOUR PERSONAL INFORMATION WILL BE USED OR SHARED IN THE FOLLOWING WAYS

3.1 We keep your personal information confidential and only use, process, share, record or delete it as is required by POPIA, other legislation and/or to render our ecclesial services to you.

3.2 We may share certain information with staff and volunteers, as part of the ecclesial services. In rare instances, we may need to share your personal information with third party service providers. In this case, we will ensure that only the minimum, necessary personal information is shared and will, in addition ensure that such service provider has undertaken, in writing, to protect the personal information (as re4quired in the POPIA) that we share with it.

4. OTHER INTERACTION WITH YOUR PERSONAL INFORMATION

4.1 POPIA requires us to ensure that we hold accurate personal information and, accordingly, we may need to update your personal information from time to time, and request your assistance in doing so. The request will be sent via email or otherwise, whatever is most reasonable in the circumstances.

4.2 We will:

4.2.1 not sell or give your personal information away, use it, other than in terms of this policy;

4.2.2 retain the personal information only for as long as we are required by law to do so.

5. YOUR RIGHTS

5.1 You may at any time request us to confirm what personal information we have relating to you and by whom it was accessed. We may charge a reasonable fee for providing the details.

5.2 You may ask us to update or delete your information or to refrain from using it.

5.3 You may ask us to delete your personal information.

5.4 Regarding 5.2 and 5.3: Note that, if we are asked to refrain from using or to delete, the personal information, it may result in an inability to render our ecclesial services. In addition, in the case of a request to delete the information, we may be unable to do so if we are obliged by law to retain the information and, in such an instance, will only be able to delete the information once the legal obligation lapses.

5.5 You may further unsubscribe from any of our electronic material by simply clicking on the unsubscribe option provided. In that event we will remove your details from our database, in a secure way.

5.6 For assistance to exercise your rights as explained in this paragraph, contact our Information Officer, Pieter Pienaar at info@strandbaptist.org.za.

6. SECURITY BREACH

6.1 We have strict measures in place to make sure that our information systems are

not breached.

6.2 However, should this occur, we will ascertain how and where the breach occurred and make sure that the exposed area is addressed immediately.

6.3 We will ascertain which data has become vulnerable as a result, notify you if the breach may affect you, and assist you to minimize any potential damages that you may suffer as a result, where possible. Such notification may take place by way of an email to you, or otherwise.

7. TYPES OF PERSONAL INFORMATION WE COLLECT

The types of personal information that we may collect include information necessary to render our ecclesial services. This may include personal information which contains identifiable information such as (amongst other things) your first and last name, email address, postal address, telephone number, details about your telephone device (e.g. mobile phone), your religious conviction, your marital status, and the like.

8. STORING YOUR PERSONAL INFORMATION

8.1 We store your personal information in South Africa.

8.2 Your information will not be stored for longer than is necessary for the purposes described in this privacy policy.

9. CHANGES TO THIS PRIVACY POLICY

9.1 From time to time, we may revise this privacy policy to reflect changed initiatives, changes in the law or technology or changes in our practices regarding the collection and use of personal information.

9.2 We will not use or disclose personal information provided to us pursuant to this Privacy Policy in ways other than the ones described above, without informing you and providing you with the opportunity to consent to such modified conditions concerning the use and disclosure of your personal information.