

TE AWAMUTU

BIBLE CHAPEL

Love God  Love the Church  Love the Lost 

Privacy Policies & Procedures

Privacy Policy

Te Awamutu Bible Chapel complies with the New Zealand Privacy Act 1993 (the Act) when dealing with personal information. Personal information is information about an identifiable individual

This policy sets out how we will collect, use, disclose and protect your personal information.

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see www.privacy.org.nz.

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy.

Your privacy is very important to us. Accordingly, we have developed this policy in order for you to understand how we collect, use, communicate and disclose and make use of personal information. The following outlines our privacy policy.

Purpose

- The Church will collect general information about you, such as your name, address, contact details so the Church can contact you. We may also collect this and other types of personal information during the course of dealing with you, for example when you wish to obtain goods or services from the Church, when you register for camps, conferences or events, and when you participate in Church activities or complete other forms.
- The information collected may include some sensitive information (as defined by the Privacy Act), such as health information, relevant to the services or assistance you have requested from the Church.
- From time to time photos and videos may be taken at events which may be used for promotional purposes. In the interests of security and safety, and the comfort of the Church community, the Church may also operate video cameras within and around some Church premises. All photography/videoing will be from mid range, will be appropriate for use e.g not in swimwear. If close ups are taken parental or individual permission will be sought according to the age of the individual involved.

Methods We will collect personal information by lawful and fair means and, where appropriate, with your knowledge and consent.

Use of information In general, any information we collect from you is kept for the following reasons:

- To enable authorised staff and ministry leaders to communicate with you, and to facilitate and provide for your care and spiritual growth,
- To enable ministry leaders to communicate with members of their groups,

- To provide summarised, de-identified information for the management and decision-making processes of this church.

Limits We will never hand out or use any information about you for purposes other than what is specified above and for other compatible purposes, unless we first get your consent. The only exception to this is in a situation where the disclosure is permitted by law.

Duration We will only retain your personal information as long as necessary to fulfil the purposes specified above.

Access Your information belongs to you and if you need to you can request access to the personal information that the church holds about you by contacting the church office. If you need to access, make changes or update any information that we hold you are most welcome to do so.

Security The church will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. E.g. locked access, password controls. Personal information is stored on a secure computer and backed up to a secure site. Whilst we have adequate security systems in place, please be cautious in using the internet to transmit very personal information.

Internet We will protect your personal information by reasonable security safeguards & secure internet connections, against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.

Policies We will make readily available information about our policies and practices relating to the management of personal information.

Te Awamutu Bible Chapel is committed to the above policy in order to ensure that the confidentiality of personal information is protected and maintained.

Application: _____

Last modified: _____

Approved on: _____

Reviewable by: _____

Author: _____

Contact person: _____

Privacy Procedures

Procedure for Collection of Information

When possible use the TABC Privacy Policy to assess the requirements for disclosure when collecting private information. You can use the condensed version of our statement below when applicable.

Privacy Policy Statement

We collect personal information from you, including information about your:

- Name
- Contact information
- Health requirements when applicable
- Computer or network

We collect your personal information in order to:

- Provide a church wide directory
- Keep our children and youth safe

Besides our staff, we share this information with:

Church Ministry Leaders in order to ensure the safety of those in our care.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at

frank@tabiblechapel.org.nz,

or 07 871 8667,

or 110 Chapel Drive, Te Awamutu.

Options

This can be reduced to the specific information being collected if required

Some examples:

By submitting this card you understand that the Te Awamutu Bible Chapel will store your information in a secure database, used to communicate with you and help you connect with our community. The information will not be available to any external parties.

The information disclosed will be stored securely and used only for the safety of your child or youth whilst in our care.

Photos/Videos/Artwork

Any photos/video/artwork used in a public domain will require the consent form to be completed before being used

Website Privacy Policy

This Privacy Policy governs the manner in which the Te Awamutu Bible Chapel collects, uses, maintains and discloses information collected from users (each, a “User”) of the tabiblechapel.org.nz website (“Site”). This privacy policy applies to the Site and all products and services offered by Te Awamutu Bible Chapel.

Personal identification information

We may collect personal identification information from users in a variety of ways, including, but not limited to, when users visit our site, register on the site, subscribe to the newsletter, respond to a survey, fill out a form, and in connection with other activities, services, features or resources we make available on our site. Users may be asked for, as appropriate, name, email address, mailing address, phone number. Users may, however, visit our site anonymously. We will collect personal identification information from users only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain site related activities.

Non-personal identification information

We may collect non-personal identification information about users whenever they interact with our site. Non-personal identification information may include the browser name, geographical information, the type of computer and technical information about users means of connection to our site, such as the operating system and the internet service providers utilized and other similar information.

How we use collected information

Te Awamutu Bible Chapel may collect and use users personal information for the following purposes:

- We may use the information users provide about themselves when placing an order only to provide service to that order. We do not share this information with outside parties except to the extent necessary to provide the service.
- To run a survey or other site feature
- To send users information they agreed to receive about topics we think will be of interest to them
- To send periodic emails
- We may use the email address to send user information and updates pertaining to their order/registration. It may also be used to respond to their inquiries, questions, and/or other requests. If a User decides to opt-in to our mailing list, they will receive emails that may include church news, updates, related product or service information, etc. If at any time the user would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email or the user may contact us via our site.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our site.

Sharing your personal information

We do not sell, trade, or rent users personal identification information to others. We do not share generic information with any other organisation. We may use third party service providers to help us operate the church site or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes provided that you have given us your permission.

Third-party websites

Users may find advertising or other content on our site that link to the sites and services of our partners, and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our site, is subject to that website's own terms and policies.

Advertising

We do not allow advertising on our website.

Changes to this Website Privacy Policy

Te Awamutu Bible Chapel has the discretion to update this privacy policy at any time. When we do, we will revise the updated date at the bottom of this page. We encourage users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

Your acceptance of these terms

By using this site, you signify your acceptance of this policy and terms of service. If you do not agree to this policy, please do not use our site. Your continued use of the site following the posting of changes to this policy will be deemed your acceptance of those changes.

Contacting us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

Te Awamutu Bible Chapel
110 Chapel Drive
Te Awamutu 3800
07 871 8667

Name:

Signature:

Date:

Photos/Video/Artwork Consent Form

Permission to allow the Te Awamutu Bible Chapel (TABC) to use photos/video of you or your child (or artwork produced by you or your child)

THIS CONSENT MUST BE FILLED OUT AND SIGNED BY THE PARENT OR LEGAL GUARDIAN OF THE PERSON NAMED BELOW IF THAT PERSON IS UNDER THE AGE OF 18 YEARS.

Personal Details of the person being photographed, videoed or providing artwork (Please print)

Name _____

Age _____

Gender _____

Consent (To be filled in & signed by parent or legal guardian for children under the age of 18 years)

I, _____ give the Te Awamutu Bible Chapel permission to use the photo/video/artwork of the person detailed above.

I give this permission as the parent or legal guardian because the person is under 18

I have read and understand the 'Terms of Use' of this consent as listed below.

Signature _____

Email _____ Date _____

Please return your completed form to the church/photographer/photo shoot organiser

Terms of use photos/video/artwork may be used in any TABC promotional materials in both print and electronic media, such as websites and social media.

Photos may be edited or formatted for print or online

Video footage may be edited and published online

Artwork. You or your child retain the copyright

Respecting your Privacy

- The personal details you provided above are confidential and will be stored securely by TABC. They will be used to help the TABC search for photos/video/artwork on its online library
- You have the right to access and request correction of your personal information
- You have the right to request, in writing, that TABC stop using your photos/video/artwork

For more information, contact TABC at

office@tabiblechapel.org.nz

or Phone 07 871 8667