

GyMEA Peoples Church Privacy Policy

In the normal course of the activities of our Church it is sometimes desirable or necessary to collect and store personal information about those involved in our ministries. Information retained by the Church will be used only for the purpose of communicating with members, adherents, those who may be interested in information about meetings or ministries of the Church and with parents of children involved in the Church's ministries. The way in which this information is handled will be in accordance with the following principles:

- Any information obtained about adults will be volunteered or with their consent.
- It is necessary to obtain personal information, including health information, about minors so that we can provide appropriate care and be able to contact parents or guardians if required. This information will be likewise obtained willingly from the relevant adult. Health details will be available to all relevant leaders and held in confidence.
- Everyone from whom information is collected should be aware of the existence of this policy and be offered access to a copy.
- Any information retained by the Church will be accessed only by members of the leadership (elders and deacons) or those appointed by the Church into leadership positions for each department.
- Any personal information held by the Church will not be made available to third parties other than the Courts or Police when formally requested to do so.
- No details should be published in the Church Directory without the consent of those being listed.
- The Church Directory will be personally handed or posted to only those listed in it. Advice should be given to all recipients that information contained in the directory

should be handled with discretion, and in the spirit of this policy.

- Anyone who has personal information retained by us should have access to that information in order to correct it for accuracy or request that it be removed (for the purposes of mailing, etc).
- Personal or private information that may be confidential in nature, when disclosed to members of the Church or those in leadership, will be dealt with in confidence. In the event that further advice needs to be obtained or a higher authority within the Church needs to be advised or included, the passing of information should be done with discretion and with the consent of the individual concerned.
- Sensitive information that is already more public in nature will be handled with discretion and with respect for the reputations of those involved.
- Where a minor is involved it may be necessary to act in accordance with our Child Protection Policy, which requires disclosure of certain information to parents and/or Police.
- Information collected from third parties in the form of personal references will be held in confidence by those in leadership who are responsible for conducting interviews.
- Personal information concerning the financial matters of those receiving remuneration from the Church shall be held in confidence by the Leadership.
- Photographs of people involved in the ministries of the Church will be used only for internal purposes. This may include the use of photographs on a web site which is password restricted for the use of those involved in the Church's ministries. If request is made for their use by third parties, or if such photographs are to be used on a web site with "public" access, permission will first be sought from the subject of the photographs or their parents in the case of a minor.