

PROTECTION OF PERSONAL INFORMATION POLICY

THE PROTECTION OF PERSONAL INFORMATION ACT MEMBER PRIVACY NOTICE

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act (“POPIA”).

At El Shaddai Christian Church we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

About El Shaddai Christian Church

A summary of what we believe in is contained in our Statement of Faith. (Available at <https://escc.co.za/about>)

We are registered with the South African POPI Act and we have a designated POPI Information Officer.

The information we collect

We collect and process your personal information mainly to contact you for the purposes of keeping you connected to our ESCC Family and all that is happening at our church and within our ministries. For this purpose we will collect contact details including your name, phone number, email address and date of birth.

We collect information directly from you where you provide us with your personal details. We do this through our information sheets, visitor welcome letter slips, online registrations for courses, camp and holiday clubs (Quicket) and sometimes through emails.

Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.

People in our organisation who have access to your information

- Staff members (including HR and Finance staff)
- Ministry leaders

Our staff members and ministry leaders have been informed of the regulations around storing and protecting your information and have signed disclosure forms committing them to protect your personal information and to use it only for the purposes of ministry and church life.

How we store your information

- **Planning Centre Online Services**

This is the main storage repository that we use at ESCC. Planning Centre provides a framework and a software structure to enable ESCC to grow our church and manage information about our members. Included in this software structure are a number of modules which facilitate the planning of services, scheduling volunteers, organising worship teams and content, grouping people, allocating use of resources and enabling people to keep connected and informed. Your information is only stored for as long as you are involved with ESCC. Once you are no longer involved at ESCC, your information is removed from our database.

[Planning Centre Online Privacy Policy](#)

How we use your information

We will use your personal information only for the purposes for which it was collected and agreed with you.

- **Whatsapp Web**

Our member phone numbers are stored on a staff PC (Password protected) with access to Whatsapp software. We use this platform to communicate weekly with our members.

- **MailChimp**

Storing of member email addresses in order to send out email newsletters. There is an unsubscribe function included in the footer of every email sent. Subscription to the email is done by members through the ESCC Website footer.

- **Social Media Sites**

We make use of Facebook, Instagram, Twitter and YouTube. Photos of children are NOT displayed on our social media sites. Should our Children's Church or Youth ministries ever want to include photos of your children in any feedback on events, we will first ask for your written consent. Photos of babies and adults are only displayed with the adult's consent.

Disclosure of information

We may disclose your personal information to our service providers who are involved in the delivery of products or services to us. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights.

Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

Your Rights: Access to information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at info@escc.co.za and specify what information you require.

Correction of your information

You have the right to ask us to update, correct or delete your personal information.

Definition of personal information

According to the Act “**personal information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. Further to the POPI Act, El Shaddai Christian Church also includes the following items as personal information:

- All addresses including residential, postal and email addresses.
- Change of name.

How to contact us

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at info@escc.co.za