

Privacy Policy

Affirmed by the pastoral staff: **29th June 2023**

Affirmed by the Elders: **17th July 2023**

Review date: **17th July 2025**

1. Purpose

Windsor Park Baptist Church (WPBC) recognises the importance of protecting an individual's privacy. The purpose of this **Privacy Policy** is to explain how WPBC collects, stores and may use your personal information.

The purpose of the **Privacy Act 2020** is to promote and protect individual privacy, by:

- a. Providing a framework for protecting privacy of personal information, including access by individuals to their information, while also recognising other rights and interests; and
- b. Giving effect to international privacy obligations and standards.

The Act covers both the public and private sectors.

WPBC endeavours to fully comply with the principles of The Privacy Act 2020 as it looks to continue handling personal information with care and respect.

2. Key points

- We collect personal information from you in order to carry out our role as an organisation and to inform you about our services, events and activities.
- We may collect personal information about you either directly, or we may generate personal information about you when we carry out our functions and programmes.
- We will only use personal information for the purpose for which we collected it.
- We take care to ensure requests for information from children and young people is done fairly and only when necessary.
- We will not hold personal information for longer than the purpose for which it was required.
- We keep your information safe, on a server located in New Zealand. We protect our data with all reasonable technical and process controls.
- WPBC also uses selected third-party suppliers to deliver specific services such as email, event registration, live chat and so on; these suppliers have comparable privacy policies and processes for protecting your personal information.

- You can ask us for a copy of, or ask to correct, your personal information at any time. We will be as open as we can with you whilst ensuring we do not breach the trust or safety of others or where information may be legally privileged.

3. Personal Data

We may collect personal information from you, including information about: your name, age, contact details, WPBC campus location, event registration status, donations and pastoral notes from your interactions with us.

Providing some personal information to us is optional, however, we may not be able to effectively provide you with services or carry out our role as an organisation if you do not provide us with the information we request.

We collect your personal information in order to: carry out our role and function as an organisation, provide pastoral care, inform you about services, events and activities, comply with legal requirements (e.g. charitable donations), protect our children and young people, complete registration and management requirements for events and programmes, improve our delivery of services, complete internal analysis and prepare reports.

We do not generally share your personal information with third parties (other than third parties which are providing digital services to us). However, we may share personal information with the NZ Police or another government agency, if required by law (for example to assist with the investigation of a criminal offence), to report significant misconduct, or where there is a serious threat to health and safety.

4. Photography & Video

During services and events, we may be taking still photographs and capturing video footage of various aspects, including shots where individuals and groups are identifiable. Please note that we may use these shots in social media and for promotional purposes.

If you would prefer that your image not be used, please contact our team at communications@windsorpark.org.nz. We will always work to maintain your privacy as requested.

Note that our children and youth ministries have their own policies regarding the use of images of those aged under 18. Please contact those respective ministries, or our communications team as above, for more information regarding those policies (which are in line with this Privacy Policy).

5. Security

We may have CCTV devices installed at our locations. If installed, CCTV footage is recorded and retained for security purposes and is only viewed by authorised staff. The footage will not be made public unless authorised by the individual(s) shown in the footage or in consultation with the NZ Police. The footage will be deleted after it is no longer required by WPBC for security or operational reasons. If CCTV devices are present, there will be signage at our locations advising of the presence of CCTV devices.

6. Social Media

We use social media networking services such as Facebook, Instagram and YouTube to share content and promote our initiatives in a public space. When you engage with us using these services, the social network may collect your personal information for its own purposes. These networks have their own privacy statements which are independent of ours. They do not have any access to your personal information that we hold.

7. Websites & Apps

We may collect the following information about your use of our websites & apps, including the occasional use of cookies (though please note we make no efforts to associate this with your identity):

- Your IP address.
- The search terms you used.
- The pages you accessed on our website and the links you clicked on.
- The date and time you visited the site.
- The referring site (if any) through which you clicked to our website.
- Your operating system (such as Windows 10).
- The type of web browser you use (such as Google Chrome, Internet Explorer).

8. How to unsubscribe

Most digital communications will have an unsubscribe option contained within its content, however to unsubscribe from a mailing list or any other correspondence sent out by WPBC, you may also email: info@windsorpark.org.nz, stating your name, email address and which communication you would like to stop receiving.

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 would like to request this or have any

questions about your personal information or our practices, please contact our Privacy Officer, Grant Harris, at grant.harris@windsorpark.org.nz.

9. Changes to this privacy policy

WPBC has the discretion to update this Privacy Policy at any time. When we do, we will revise the updated date at the top of this document. We encourage people to frequently check with us 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.

10. Your acceptance of these terms

By interacting with WPBC, you signify your acceptance of this policy and terms of service. If you do not agree to this policy, please do not interact with us. Your continued interaction with us following the advising of changes to this policy will be deemed your acceptance of those changes.

15. Contacting us

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

Windsor Park Baptist Church
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Mairangi Bay 0730
Auckland
(09) 477-0002
www.windsorpark.org.nz
info@windsorpark.org.nz