

# Evangelical Fellowship Church

## Privacy Policy

### Purpose

Evangelical Fellowship Church (EFC), recognizes that an individual's privacy is very important to them and that they have a right to control their personal information. EFC acknowledges that when an individual provides personal information about themselves to another party it is an act of trust. In response, EFC takes the process of upholding an individual's privacy very seriously. Unless an individual gives EFC explicit consent to act otherwise, the following policy will govern how EFC handles an individual's personal information and safeguards their privacy.

### Scope

The principles contained in this privacy document apply to all personal information collected or submitted to EFC.

### **1. What information of yours does EFC collect?**

EFC collects voluntary information, which you provide, such as registration information for events, volunteer applications, membership information, children's ministry check-in information, or shipping and billing information.

### **2. What does EFC do with the information that is collected?**

Any information that you provide to EFC or that is obtained may be used for church purposes. EFC will not sell, rent or lease your personal information to commercial entities. EFC will not disclose your name, address, e-mail address or phone number without your express consent, unless disclosure is necessary to comply with laws or relevant legal proceedings.

EFC may offer services to you such as Facebook, chat rooms, message boards, or other similar discussion forums. Please be aware that any information you divulge in these arenas is deemed public information and is not protected.

### **3. What type of security procedures are in place to protect against the loss, misuse or alteration of your information?**

The security of the information that you provide to us is very important to us. Consequently, we have taken several measures to protect your information. Planning Center is the secure customer management software EFC uses to store our most current and important customer information. Paper documents will be stored in secure files at the EFC church. Other electronic information is stored on the secure Drop Box cloud based server.

#### **4. About Planning Center.**

Planning Center allows us to store up to date "customer" contact data, age, gender, marital status, family households, social profiles membership info, child abuse check status and communication history.

EFC customers include members, attendees, volunteers and those who have attended and have given EFC personal information.

Planning Center allows EFC to email groups/lists of people (i.e. send an email to all the children's church, youth and Sunday school workers who still need to get their Child Abuse Check completed).

Only church administrators (Pastors and church secretary) and ministry leaders (i.e. Elder Board, Sunday School Superintendents, Children's Church head leader etc...) will have access to Planning Center. It is not a church directory for people in the congregation to use as a directory.

You can read more about Planning Center's security practices at: <https://planning.center/security/>.

#### **5. EFC reserves the right to change or amend this policy.**

EFC reserves the right to change, amend, or restate this policy.

#### **6. Your affirmative consent to EFC's collection and use of personally identifiable information.**

By giving EFC your personal information, you are giving us your express consent to use all the information that we collect about you in the manner described in this policy. This includes the release of such information to third parties as described above.

#### **7. Questions or Concerns?**

If you have questions or concerns about this privacy policy, please contact us at: [efcsteinbach@gmail.com](mailto:efcsteinbach@gmail.com).