

## Grace Vineyard Church – Privacy Statement

### Purpose

Grace Vineyard Church (the **Church**) collects personal information about its attendees, volunteers and staff (our **People**) so we can serve and minister to our People and keep them safe.

This Privacy Statement talks about how we collect, use, store and share personal information, and explains the rights you have in relation to those activities.

### Collection of personal information

We may collect, use, store and disclose personal information relating to our People in accordance with the provisions of the Privacy Act 2020 (the **Act**). If it's practical, personal information will be obtained directly from our People or (where appropriate) from their caregivers. This information may include:

- Name;
- Contact information;
- Photos of you taken at church events;
- Information about your interactions with us;
- Information about any criminal history you may have;
- Information about particular needs you may have.

### Storage of Personal Information

When we no longer require your personal information for the purpose outlined in this statement we will destroy, delete, or permanently anonymise it. This could apply, for example, where you tell us you are moving to a different city and / or no longer attending the Church. We review our membership databases at least every 12 months.

### Access to Personal Information

Your personal information may be used to provide you and potentially others with support. If the information is concerning, sensitive or involves risk to you or others' safety, we may pass this information on to our staff and volunteers, but strictly on a need to know basis.

We will not pass your personal information to other parties who are going to use that information. We may use third party data managers based here or overseas (such as cloud-based database companies) but we will only do that if we reasonably



believe that the protections they apply to your information is as good as the protection that applies in New Zealand.

## **Security of Personal Information**

Personal information will be stored on the Church's files and databases. The Church will take all reasonable steps (including technical, physical and/or organisational measures) to keep your personal information safe and secure, and to ensure that it is protected against loss or unauthorised access, modification, use or disclosure.

## **Your Rights**

The Church will make personal information held about you available to you if you ask us to do that in writing. Some personal information may be withheld where this is authorised by the Act (for example, to ensure safety).

You have the right to ask us to correct information that we hold about you. If you would like to do this, please email the Church's Privacy Officer.

If you are concerned your privacy has been breached by the Church, you may make a complaint to the Church's Privacy Officer. You also have the right to make a complaint to the Office of the Privacy Commissioner at [www.privacy.org.nz](http://www.privacy.org.nz).

Subject to the provisions of the Act, the Church will notify you as soon as practicable if there is a privacy breach which involves your personal information, and where the Church believes that breach is likely to cause serious harm. The Church will also notify the Privacy Commissioner in accordance with the requirements of the Act.

You can contact the Church's Privacy Officer at **[privacy@grace.org.nz](mailto:privacy@grace.org.nz)**.

