



Privacy Policy

At First Christian Church - Cape Coral (FCC) we believe that privacy is important and that people have the right for their personal information to be kept private. Below is a summary of how these principles are applied to the information that we collect, and how we hold, use and disclose that information.

Collection of information

We collect and retain information when necessary for the purposes of the ministry and related activities of FCC. No one is under any compulsion to give us any personal information. The Church may collect general information about you such as your name, address and other details so that we can contact you. We may also collect personal information during the course of communications with you, for example if you wish to obtain services from FCC, when you register for events and when you participate in Church activities or complete other forms. The information collected may include some sensitive information such as health information. Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. Providing certain information will ensure we are able to provide you with the access to the relevant services or the assistance you have requested.

Use and disclosure of information

We use information only for the purposes we have disclosed at the time of collection, or otherwise as set out in this privacy policy. We will not use or disclose your personal information for any other purpose without first seeking your consent, unless authorized or required by law. We will not mention any sensitive information provided to us, such as health or personal information without the approval of you or the person responsible for you. Generally, we will only use and disclose your personal information as follows:

- to maintain contact and keep you informed of developments and activities which may be of interest to you
- to establish and maintain a record of your involvement and attendance at services and groups
- to maintain an online database of contact details of congregation members which is only accessible by members and to publish a directory of participating congregation members. Your contact details will only be available to other congregation members if you specifically agree to your details being disclosed. The details of anyone under the age of 18 years will not be disclosed to any congregation members or in the published directory. (See appendix 1 for specific details)
- to provide the services you have requested from the church
- to answer your inquiry



Data Quality and identifiers

We will endeavor to keep personal information complete, accurate and up to date. We will also provide you with secure login access to the database to allow you to update your contact details.

We will not use any Government or agency numbers to identify an individual. Unless required by law we do not retain any personal numbers such as tax file numbers.

Data Security

We will take reasonable steps to keep secure the personal information which we hold and to protect it from unauthorized disclosure and misuse. Email is not a secure method of transmitting information and so we cannot accept responsibility for the security of information you send to us by email.

Access and Correction

We will provide individuals with access to their personal information as required by law and take reasonable steps to correct information which is inaccurate, incomplete or out of date. To request access to the personal information that the Church holds about you please contact the Church Administrator. If you wish to have your personal information deleted, please let us know and we will delete that information as far as practicable.

Privacy Officer

Concerns, questions or complaints about our Privacy Policy should be directed to the Church Administrator.



Elvanto

At First Christian Church - Cape Coral (FCC) our central online database system is Elvanto. Elvanto is used by staff, ministry leaders and congregation members and the information in Elvanto is only obtained, collected and used for the furtherance of internal church communication.

In line with FCC's Privacy Policy, each individual has access to their own personal information and all personal information is accessible to the relevant person through password protect access. All personal information can be changed, corrected and updated only by the relevant person, staff and administrator.

Personal information will only be made available with the consent of the person in the following ways through Elvanto:

- through church directory only to consenting members on Elvanto
N.B. As outlined in the Privacy Policy the church directory will only be available through Elvanto to those who have consented to their information being in the directory
- accessible by staff and church leaders for the purpose of communication regarding activities or events.

To ensure privacy is maintained through Elvanto, there are different levels of access established for Elvanto, determined by the role and leadership position of different congregation members:

1. The Elvanto Administrator and Church Administrator has access to all information and processes within Elvanto.
2. FCC's staff have access to all personal information of church members.
3. Small group leaders have access to the groups and individuals within those groups for whom they are responsible.
4. Church members have access to their personal information and information regarding their volunteer roles with the FCC community. As outlines above, a Church members will only have access to the church directory provided they have consented for their information to be made available within the online directory.

If you are concerned about the security of Elvanto, you can read their Privacy Policy online <http://elvanto.com/privacy-policy>

Concerns, questions or complaints about our Privacy Policy or the use of Elvanto should be directed to the Church IT and Online Ministry Director (michael@firstchristiancc.com).