



## Reformed Church Randburg and Cross Culture Church Online Privacy Policy Effective Date: July 2021

### 1. Introduction

- 1.1 The Management Committee (MC) of the **Reformed Church Randburg (RCR)** and **Cross Culture Church (CCC)** is responsible for the administrative function of the RCR and CCC.
- 1.2 This policy informs our members and others of our policy on the collection, use and disclosure of personal information when they contact or enter into correspondence with RCR and CCC as well as the decision-making process over the use of such information.
- 1.3 The personal information of members and others is used to enhance RCR and CCC as reformed churches, in service to the Triune God.
- 1.4 By accessing the websites of RCR and CCC you agree to the collection and use of information in correspondence to this policy. Unless otherwise stipulated in this Privacy Policy, terms applied in this Privacy Policy conform to all other policy documents of RCR and CCC.

### 2. Information collection and use

- 2.1 We gather different types of information for a range of purposes to fulfil our calling as church. The types of data collected include the following:
  - Personal identification information: This type of information of members and others can be obtained in a variety of ways, including but not limited to users accessing our website, registering on the website, completing a form as well as making use of other church-related activities, services, functions or resources of our website. Users may be requested, when necessary, to provide their name, e-mail address and/or postal address. Users may however visit our website anonymously. We only collect personal information from users when they voluntarily provide such information. Users may indeed refuse to provide such information, unless it could prevent them from accessing certain website-related services or functions.
  - Non-personal identification information: We are able to obtain non-personal information on users when they visit our website. Non-personal information includes the web browser, the type of computer and technical information of any user who accesses our website, such as the operating system and the use of Internet service providers and similar information.
  - User data: We are also able to collect information on how access is gained to the service and how it is employed. User data may include the Internet protocol address of the computer of members and others, the browser type, the browser version, the pages visited on our website, the time and date of access, the duration of visits, unique device indicators and other diagnostic data.
  - Tracking and cookie data: We employ cookies and similar tracking software to evaluate activity on our site and obtain certain information. Cookies are files containing small bits of data which may include a unique, anonymous indicator. These cookies are sent from the website to the web browser of members and others and stored on their systems. The tracking techniques used include beacons, tags and scripts to collect and find information to analyse and improve our site. Users can

set their browser to refuse all cookies or to alert the user when a cookie is sent. Should these cookies not be accepted, some parts of our site may not function properly.

- Examples of the cookies we use:
  - We use session cookies to describe our service.
  - Preference cookies: Preference cookies serve to remember visitor preferences and different settings.
  - Security cookies: These cookies are used for security purposes.

## 2.2 RCR and CCC use personal information and data for the purposes of:

- supporting and maintaining the calling and service of our church;
- notifying members and others of changes to church activities;
- enabling members and others to participate in church activities and the interactive parts of our site, if they choose to do so;
- analysing information obtained that we may improve the fulfilment of our calling;
- monitoring and improving participation in church activities and services; and
- identifying technical problems, as they may occur, to address and prevent future occurrence on our website and other support systems.

## 2.3 Relaying of data:

- Information, including personal data, may be relayed - and stored - to computers located outside the state, province, country or government jurisdiction of members and others where legislation on data protection may differ. Visitors to the site residing outside of South Africa should be aware that information, including personal data, they choose to provide are relayed to South Africa and processed.
- The consent of members and others to this Privacy Policy, followed by provision of such information, represents agreement to the abovementioned transfer of data.
- The MC of RCR and CCC will take all reasonable steps to ensure that the information of members and others are managed securely and in correspondence with this Privacy Policy and that no personal information will be relayed to another organisation or country unless the requisite control measures are in place, including those related to the security of their data and other personal information.

## 3. Disclosure of data

Legal requirements - the MC may disclose personal information in good faith should such measures be necessary to:

- comply with legislation;
- preserve and defend the property rights of RCR and CCC;
- prevent or investigate possible infringements related to our services;
- protect the personal security of users of our services or the public; and
- protect RCR and CCC against legal liability.

## 4. Protection of data

4.1 The protection of the data of members and others is important to us, but it must be noted that no manner of data transfer or data storage is ever 100% secure. While we endeavour to employ commercially acceptable measures to protect the personal information of members and others, we cannot guarantee absolute security.

4.2 How we protect the information of members and others:

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our site.

We may use third party service providers to facilitate our service, provide this service on our behalf, perform service-related services or aid us in evaluating how our service is used. These third party service providers only have access to the personal information of members and others to perform these tasks on our behalf and are prohibited from disclosing or using such information for any other purpose.

#### 4.3 Analysis of data:

We may employ third party service providers to monitor and evaluate our service.

#### 4.4 Links to other websites:

Members and other users may find advertising or other content on our website that link to the sites and services of churches within our denomination, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our website. Furthermore, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy and customer service policies. Browsing and interaction on any other website, including websites which have a link to our websites, is subject to that website's own terms and policies.

### 5. **Newsletters, mailing lists**

If members and others decide to subscribe to our newsletter and/or mailing lists, they will receive news, updates, related product or service information via e-mail, SMS, WhatsApp (and similar platforms). We may employ third party service providers to manage or administrate our church activities and website, such as newsletters or surveys, on our behalf. We may only share the information of members and others with these third parties for limited purposes and only if members and others give their consent.

### 6. **Minors' privacy**

Our service does not pertain to any individual under the age of 18 years ("children"). We do not collect personal identification information on any individual under this age. Should a member or guardian become aware thereof that their child(ren) has shared personal information with us, please contact us. Should we become aware that we have obtained such information without parental consent, we take the necessary measures to remove such content from our system.

### 7. **Acceptance of these terms**

Making use of RCR's and CCC's services, including the access of our websites, confirms acceptance of this policy. Should the user not agree with this policy, please do not visit our websites or make use of our services. The continued use of our service upon revision of this policy will be deemed as acceptance of the relevant changes.

### 8. **Changes to this Privacy Policy**

8.1 We may from time to time update and/or revise our Privacy Policy. Members and others will be informed of any revisions by placing the new Privacy Policy on this page.

8.2 We will notify members via e-mail and/or a prominent announcement on our site prior to such change taking effect and add the effective date to the Privacy Policy.

8.3 Members and others are advised to regularly review this Privacy Policy for any changes. Changes to this Privacy Policy take effect as soon as it is placed on this page.

## **9. Access to collected information**

Members and others have the right to request access to information collected on them and we will ensure that members and others are provided with a copy of such information. Members and others may be requested to verify their identity, upon which an electronic copy will be forwarded to them.

## **10. Information correction and removal**

Should members and others suspect that the information in our possession is incorrect or incomplete, they are to contact us that we may update and maintain accurate information. Any information that is no longer applicable for the above purposes will be removed. Members or others who wish to remove any personal information can contact us via the channels provided below (point 12).

## **11. Right to object**

Members and other have the right to object to the processing of personal information for the purposes of scientific/historical research and statistics and may therefore request that their personal information not be used for the above purposes. Such a request can be denied on the following grounds:

- There is compelling and demonstrable legal grounds for the processing of personal information that disregard the interests, rights and freedoms of the individual; or
- the processing is for establishing, exercising or defending of legal claims.

## **12. Contact details**

Please contact at any time for:

- access to information on our members and others;
- information on our members and others; or
- removing any information on our members and others.

Our contact details are:

- e-mail: [kantoor@gkrandburg.org.za](mailto:kantoor@gkrandburg.org.za)
- telephone: 082 404 8478