

# North York (Chinese) Baptist Church

## Privacy Disclaimer – Updated July 2019

### 1. Privacy Policy

This document along with the North York (Chinese) Baptist Church's ("NYCBC" or "Church") Privacy Policy ("Policy") describes NYCBC's collection, use, retention, disclosure and protection of your information, including your personal information. Our Policy covers personal information that is collected or provided through online and/or physical forms ("forms").

Our website and forms are owned and operated by NYCBC. We know you care about how your information is used and shared and we have developed the following statements to help you understand our policies and how we use the information you provide to us. For additional details on how we maintain your privacy, you may request through our Church office a full copy of our Privacy Policy for your reference.

### 2. Information We Collect

As part of your participation in our Church's programs, events, services and other organizational affiliations (i.e. Church Membership), we may collect the categories of information from you at various times. In addition, we may also generate information about you (e.g. congregation, fellowship attended, etc.). This includes, but is not limited to the following:

- contact information (e.g. name, mailing address, e-mail address, telephone, etc.)
- membership information (e.g. congregation, fellowship, year of baptism, etc.)
- household information (e.g. family relationships, number of children, etc.)
- financial information (e.g. offering number, banking information etc.)

### 3. How We Use Your Information

We use your information to provide you access to and to plan our recurring programs, events, services and other activities. We also use your information to communicate with you from time to time about programs, events, services, other activities and inquiries for informational purposes. Any other specific purposes, we will inform you prior to collecting your information, or in the case where you have provided, prior to using your information for that purpose. You may choose to decline to provide your information, in which case, NYCBC may not be able to provide you access to certain programs, events, services and other activities.

## 4. How We Share Your Information

North York (Chinese) Baptist Church does not share your personal information with other outside institutions. However, we may share your personal information if we have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental request, or (b) protect against imminent harm to the rights, property or safety of NYCBC, its users or the public as required or permitted by law. We do not share, sell or rent your information to any third parties, (\*) with the exception of cases where we host special events away from church premises (e.g. retreats).

## 5. How We Store and Protect Your Information

We take the security of your information seriously. We use technical, physical and administrative safeguards to maintain the security of your information. We may retain your information for as long as you continue to participate in our Church's programs, events, services, other activities or membership and for a period of time thereafter to allow you to re-engage with our Church without loss of information. You have the right to access, update, and correct inaccuracies in your personal information in our custody and control, subject to certain exceptions prescribed by law.

You may request access, updating and corrections of inaccuracies in other personal information we have in our custody or control by emailing or writing to us at the contact information set out below. You may also choose to delete all personal information, where possible that we have collected in writing to our Privacy Officer. We may request certain personal information for the purposes of verifying the identity of the individual seeking access to their personal information records.

## 6. Enforcement and Inquiries

The Church will periodically review its compliance with the Privacy Policy and we will update this Disclaimer and Policy from time to time, and changes will be effective when posted. If you have any questions about this Policy or the way your personal information has been used, please contact us the Privacy Officer at [nycbc@nycbc.ca](mailto:nycbc@nycbc.ca).

*(\*) In these cases, we will need to indicate on our forms that the information collected will be shared with third parties for the purposes of registration.*

# 北約華人浸信會

## 隱私免責聲明 -- 2019年修訂

### 1. 私隱條例

本文件連同北約華人浸信會(北約浸信會或教會)私隱條例，說明北約浸信會對資料收集，包括閣下之個人資料之收集，使用，保存，披露及保護。條例涵蓋通過教會網址，及 / 或以人手方式所收集或提供之個人資料。

教會網址及程式由北約浸信會持有及操作。深知眾人關注自己資料之使用及與人共用，教會設定以下說明，以助各人明白教會政策，以及如何使用眾人向教會提供之資料。欲清晰教會如何保持私隱之細節，可經教會辦公室索取整份教會私隱條例，以作參考。

### 2. 收集之資料

作為參與教會活動，大事，服務及加入教會組織(如成為教會會友)之一部分，我們可能在不同時間，向閣下收集一系列資料。此外，亦可能加以補充(如參與哪堂崇拜，哪一團契等)。其中包括，但不限於以下資料：

- 聯絡資料(如姓名，郵寄地址，電郵地址，電話等)
- 會籍資料(如參加哪堂崇拜，加入哪一團契，受浸日期等)
- 家庭資料(如家庭關係，子女數目等)
- 財務資料(奉獻號碼，銀行資料等)

### 3. 教會如何使用資料

教會使用資料，以便讓閣下得知及安排教會近期之活動，大事，服務等。為通達消息及諮詢，亦會在不同時間通過聯繫告知教會近期之活動，大事，服務等。若為其他特殊目的收集資料，我們將在事前，或在已有資料使用以先作出通知。閣下可選擇否定提供資料。經否定，北約浸信會或不能向閣下提供活動，大事，服務等消息。

### 4. 教會如何使用資料

北約浸信會不會與會外機構共用閣下之個人資料。除非在以下兩種情況下，此一知情、使用、保存，或披露此等個人資料為合理而必要。(1) 滿足有關律例，規條、立法程序或政府之法制所要求。(2) 保護北約浸信會之權利、產業、或安全不受損

害，而使用者或公眾為法律所要求或容許。(\*) 除非當特別活動在教會以外舉行(如退修會等)，教會不會與第三方共用，出售或租出個人資料。

## 5. 教會如何保存及保護閣下之資料

教會對閣下之資料審慎對待。使用科技，人手及行政以保障閣下資料之安全。在閣下持續參與教會之活動，大事，服務，其它活動或成為教會會友期間，或在以後一段日子，教會可能保存閣下之資料，以便閣下重新投入教會而不致失去資料。除非法規豁免，閣下有權對教會所保有之個人資料，知情，更新，修正不正確之處。

閣下可通過電郵或書面按照以下聯絡資料提出知情，更新，修正不正確之處。閣下亦可選擇致函私隱同工，刪除教會所收集之個人資料。對意欲取得個人資料記錄之相關人士，教會可能要求一些個人資料以界定其身份。

## 6. 實施與諮詢

教會會不定期地審視對私隱條例之貫徹，更新否定規例。經告示後，修正成為有效。若對條例及教會如何使用閣下個人資料有任何問題，請以電郵向私隱條例同工 [nycbc@nycbc.ca](mailto:nycbc@nycbc.ca) 提出諮詢。

註：此報告以英文原稿為準。

(\*) 在這種情況下，我們將需要在表格上指出，收集的資料將與第三方共用。