

Community Presbyterian Church Privacy Notice

Effective Date: 10/29/24

At the Community Presbyterian Church of Ringwood we are committed to protecting and respecting your privacy. This privacy notice explains how we collect, use, and safeguard your personal data in accordance with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

1. Who We Are

Community Presbyterian Church of Ringwood is a PCUSA Christian church located at 145 Carltondale Rd., Ringwood. We are responsible for how your data is collected, used, and shared. If you have any questions about this privacy notice, don't hesitate to get in touch with us at:

Contact Details:

973-962-7431

ringwoodpc@gmail.com

145 Carltondale Rd. Ringwood, NJ 07456

2. Personal Data We Collect

Via our church's data collection server, Realm, we collect the following types of personal data:

- **Contact Information:** Name, address, phone number, email address.
- **Family Details:** Names of family members and relationships.
Membership Status and other Records: Baptism, Confirmation, Active/ Inactive status, etc.
- **Financial Contributions:** Details of tithes, donations, and other financial contributions.
- **Photos/Videos:** Weekly livestreaming of our worship service. Occasionally, we may take photographs or videos at other church events for promotional purposes.

3. How We Use Your Data

We use your personal data for the following purposes:

- To maintain and manage church membership records.
- To provide pastoral care, support, and spiritual guidance.
- To organize and communicate church events, services, and activities.
- To manage financial contributions and donations.

- To comply with legal and denominational obligations (e.g., financial reporting, safeguarding).
- To send you newsletters or updates if you have consented to receive them.
- To send you emails and text messages, if our have consented to receive them.

4. Legal Basis for Processing

We process your personal data based on:

- **Consent:** For activities like sending newsletters or using your photo in promotional materials.
- **Legitimate Interests:** For church administration and managing member records.
- **Legal Obligations:** To comply with legal and financial obligations.

5. Sharing Your Data

We will only share your personal data:

- With authorized church leaders and staff, who need access to fulfill their roles.
- With third-party service providers, such as software systems for managing donations or event registrations, who adhere to strict data protection standards.
- If required by law or to comply with legal obligations.
- We will never sell or share your data for marketing purposes

6. Data Retention

We will retain your personal data for as long as necessary to fulfill the purposes outlined in this privacy notice. Once your data is no longer required, or upon receipt of your written request, it will be securely deleted.

For example:

- Membership records will be kept for the duration of your involvement with the church.
- Financial records will be retained in accordance with tax and charity laws (typically 7 years).

7. Your Data Protection Rights

Under data protection law, you have rights, including:

- **Right of Access:** You can request a copy of the personal data we hold about you.

- **Right to Rectification:** You can request corrections to any inaccurate data.
- **Right to Erasure:** You can ask us to delete your personal data (upon receipt of a written request).
- **Right to Restrict Processing:** You can ask us to stop processing your data, for example, if it's inaccurate.
- **Right to Data Portability:** You can request your data in a structured, commonly used format.
- **Right to Object:** You can object to our processing of your data, particularly in use of direct marketing for CPC.
- **Right to Withdraw Consent:** You can withdraw your consent at any time for any data processing based on consent.

To exercise any of these rights, please contact the church office.

8. Data Security

We take data protection seriously and have implemented appropriate security measures to prevent unauthorized access, loss, or disclosure of your personal data. Our measures include encryption, secure storage, and access controls, as provided by our server, Realm.

In the unlikely event of a data breach, we will notify you and the relevant regulatory authorities if there is a risk to your rights and freedoms.

9. Use of Photographs and Videos

We record worship weekly and may take photos or videos during other church services or events to be used in promotional materials (e.g., church websites, social media, newsletters). If you do not wish to be included, please inform a church leader or notify us in writing. We will always attempt to seek consent before using identifiable images of you.

10. Changes to This Privacy Notice

We may update this privacy notice from time to time. Any significant changes will be communicated via email, church notices, or during services. Please check our website or contact us for the most up-to-date version of this notice.

11. Contact Us

If you have any questions, concerns, or requests regarding your personal data, please contact us:

Community Presbyterian Church of Ringwood

973-962-7431

ringwoodcpc@gmail.com

145 Carltondale Rd. Ringwood, NJ 07456

By attending our services or engaging with us, you agree to the collection and use of your personal data as outlined in this privacy notice. Thank you for trusting us to handle your information responsibly.

This privacy notice ensures compliance with GDPR while maintaining transparency and trust between the church and its members.