

Christian Life Camps Bay privacy policy – updated June 2021

Christian Life Camps Bay will, at all times, keep your Personal Information confidential and will only process information that is required to enable us to perform our obligations as a church and provide you with the best possible service!

Our website is owned and operated by Christian Life Camps Bay. For the purpose of these clauses, "Personal Information" shall be defined as detailed in the Protection of Personal Information Act No. 4 of 2013 (POPI).

By visiting www.clcbchurch.com you are agreeing to the terms of this Website Privacy Policy.

1. Processing of Personal information

Christian Life Camps Bay undertakes not to sell, share or trade any personal information collected through general business actions or online. Personal Information collected will only be disclosed to our service providers where required to perform a service to members of the church.

It should be made clear that you have no legal obligation to provide us with any Personal Information and the submission of such information is entirely subject to your sole discretion and consent. However, if you will not provide us with the required information we may not be able to provide you with the information/services requested by you with regards to the general running of the church.

2. Collection and Purpose of Personal Information

2.1 When you visit our church and fill in a welcome card, we collect:

- Name and Surname
- E-mail Address
- Telephone number

2.2 When you become a member of Christian Life Camps Bay church, we collect information such as:

- Name and Surname
- Date of Birth
- Marital status & name of spouse
- E-mail Address
- Telephone Numbers
- Home Address
- Name/s of child/ren

3. **How we use your Personal Information**

The Personal Information we collect from you will be used in some or all of the following ways:

- To identify you as a member of the church.
- To contact you with regards to upcoming events or special meetings.
- To contact you with regards to spiritual or material needs you may be facing.
- To reply to requests for information, or any other kind of request from you.
- To keep you updated on general activities of the church.
- Any other reasonable reason.

4. **Updating Your Personal Information**

Should your personal information change, please inform us and provide us with updates to your personal information as soon as reasonably possible to enable us to update your personal information.

5. **Security of Your Personal Information**

Christian Life Camps Bay ensures that all information collected will be safely and securely stored. Your information shall be processed and stored for as long as required by the purpose they have been collected for.

We protect your Personal Information by:

- Restricting access to personal information
- Maintaining technology products to prevent unauthorised computer access (our computers are protected by “Emsisoft security software”, with daily scans of each of our computers and updates to our systems managed by Gerrie Vosser of Blue Wave IT)
- Securely destroying your personal information when it's no longer needed for our record retention purposes

6. **Disclosure of Personal Information**

We will not share your information with any third parties other than:

- Employees and/or designated members of our church directly related to assisting you with spiritual or material needs.
- In exceptional circumstances we may be required to disclose Personal Information, such as when there are grounds to believe that the disclosure is necessary to prevent a threat to life or health, or for law enforcement purposes.
- We will ensure that all of our employees, third party service providers, divisions and partners (including their employees and third-party service providers) having access

to your personal information are bound by appropriate and legally binding confidentiality, data sharing agreements and non-use obligations in relation to your personal information.

- You have the right to request the identity of all third parties who have access to your personal information.
- Christian Life Camps Bay is committed to complying with the Protection of Personal Information Act 4 of 2013 as well as the Promotion of Access to Information Act 2 of 2000 and its principles.
- If you believe that your privacy has been breached by Christian Life Camps Bay, please contact us at office@christianlifecb.com and we will resolve the issue.

7. Christian Life Camps Bay e-mail disclaimer

- 7.1 All e-mails and any attachments sent by Christian Life Camps Bay thereto may contain confidential and proprietary information.
- 7.2 E-mails are intended for the addressee only and should only be used by the addressee for the related purpose. Any recipient of email to whom it is not addressed may not use, disclose, copy, redirect or print the content and must notify the sender by replying to him or her. Any disclosure, copying, distribution or any action taken or omitted in reliance of this information is prohibited and may be unlawful.
- 7.3 The views expressed, unless otherwise stated, are those of the sender and not those of Christian Life Camps Bay or its employees.
- 7.4 The intellectual property in the content of any email is retained by the holder of that intellectual property.
- 7.5 E-mails cannot be guaranteed to be secure or free of errors or viruses. No liability or responsibility is accepted for any interception, corruption, destruction, loss, late arrival or incompleteness of or tampering or interfering with any of the information contained in any e-mail or for its incorrect delivery or non-delivery or for its effect on any electronic device.
- 7.6 No e-mail sent to Christian Life Camps Bay shall be deemed to have been received by Christian Life Camps Bay or its employees until Christian Life Camps Bay has responded to it. Failure to respond shall not constitute a response.
- 7.7 Neither Christian Life Camps Bay nor the sender of any e-mail will be liable to any person for direct, indirect, or consequential damages flowing from its use by any recipient.

8. **Your Rights**

You have the right to do the following:

- Withdraw your consent at any time.
- Object to processing of your data.
- Access your data.
- Verify and seek rectification.
- Restrict the processing of your data.
- Have your personal data deleted or otherwise removed.
- Lodge a complaint.

9. **Changes to the Privacy Policy**

Christian Life Camps Bay reserves the right to modify and change the Privacy Policy at any time. Any changes to this policy will be published on our website: www.clcbchurch.com.