

# MOSS BROOK CHURCH

## PRIVACY POLICY

### **Our Privacy Commitment**

Moss Brook Church (Moss Brook) is committed to protecting the privacy of its members. The personal information you share with Moss Brook will be used to support the administration and management of ministries, delivery of services and the maintenance of programs offered by Moss Brook. We protect the personal information and adhere to all legislative requirements with respect to protecting privacy.

### **Why does Moss Brook gather personal information?**

Personal information is any information that identifies you as an individual. Moss Brook collects personal information for a variety of purposes, such as:

- Church Membership registration and listings;
- Church Directories
- Volunteer and leadership development;
- Program and service registration, administration and delivery;
- Counseling and prayer support; and
- Church administration (tithing, offerings, payments owing, etc.)

### **How does Moss Brook ensure privacy protections?**

We collect, use and disclose personal information only for the purposes that a reasonable person would consider appropriate for the administration and management of a church organization.

Access to your personal information is on a “need to know” basis. We inform our church personnel and volunteers of the importance of protecting your personal information. We will also advise all church volunteers that personal information obtained during their service cannot be used for any purposes other than authorized church ministry.

We will maintain adequate physical, procedural and electronic security with respect to offices and information storage facilities (e.g. filing cabinets) so as to protect personal information against such risks as unauthorized access, use, disclosure or destruction.

### **Tithing and Offering Information**

Access to information regarding your tithes and offerings to Moss Brook is restricted to:

- The church volunteers who collect and count the offerings;
- The church treasurer;
- The PushPay administrator (who administers the online giving account);
- An outside accountant who reviews the churches financial records.

You have the right to request access to information about your tithes and offerings. However, you do not have the right to access tithing/offering information to other identifiable Moss Brook members without their written consent. You may access aggregate tithing/offering information not linked to an

identifiable member. All requests for access must be submitted to the Church office and we will endeavor to respond to your access request as soon as possible.

### **Prayer Requests**

We encourage our members to share their prayer requests so that we as a church may pray together. We recognize some of the requests are sensitive and very personal. We will ensure that the personal information contained in our prayer request list be limited only to the amount necessary.

### **Moss Brook Church Online**

Moss Brook maintains its own website at [www.mossbrookchurch.org](http://www.mossbrookchurch.org). Additionally, Moss Brook maintains various social media pages and groups. We will carefully review the purpose and need before posting personal information on any of these locations. If personal information is posted, we will limit the amount of personal information to that which is necessary. Examples of where personal information might be displayed is in listing leadership of small groups, which require a leaders name and information to contact that person.

Pictures of church people, activities and events may also be displayed from time to time online. Identifying information (e.g. your name or names of your family members) will not be included without your permission. Additionally, we will also seek your permission before utilizing any close-up pictures of you or your family.

### **Moss Brook Church Directory**

Moss Brook may from time to time print a Church Directory. This directory may include your or your family's picture, as well as some contact information. The distribution of this directory would be limited to those attending or connected to the church. We will inform the church body before publishing a church directory for general use so that you may be given an opportunity to request not being in such a publication.

### **Summary**

If you have any questions or would like to review your personal information, please contact our church secretary.