

Privacy Policy

for the CCS Church Directory

This Privacy Policy explains how Christ Church, Stock (CCS) collects, uses and protects the personal information of its members/regular attendees through its church directory. This policy applies to all members/¹regular attendees who have provided their personal information to CCS for inclusion in the church directory.

1. Collection of Personal Information for the Church Directory

The *Church Directory* contains personal information such as names, addresses, phone/mobile numbers and email addresses. This information is collected directly from members and regular attendees of CCS who have voluntarily provided this information to be included in the directory.

2. Use of Personal Information in the Church Directory

The personal information collected in the directory is used solely for the purpose of communicating with members/¹regular attendees of CCS and facilitating church-related connections. This includes sending newsletters, event invitations and other important updates in the life of CCS.

3. Protection of Personal Information in in the Church Directory

CCS takes the protection of personal information very seriously. All personal information collected is stored securely, and access to this information is limited to authorised individuals who require access to perform their duties. Additionally, all access to the directory is controlled, initially by the designated *Directory Administrator*, overseen by the Church Leadership.

4. Access to Personal Information contained in the Church Directory

Members/¹regular attendees of CCS may access their own personal information in the church directory by contacting any member of the Leadership Team.

Only members/¹regular attendees who are recognised by the Leadership Team will be given access/copies to the directory.

5. Sharing of Personal Information in the Church Directory

CCS will not share any personal information collected in the church directory with any third parties without the explicit consent of the individual member/¹regular attendee.

6. Retention of Personal Information used in the Church Directory

Personal information collected in the membership/¹regular attendee directory will be retained for as long as the individual wishes *and* remains a member/¹regular attendee of CCS, or as an agreed associate member thereafter.

7. Changes to Privacy Policy

CCS reserves the right to modify this Privacy Policy at any time without prior notice. Members/¹regular attendees will be notified of any changes made to the policy via email/church meeting or other appropriate means.

8. Contact Information

If you have any questions or concerns regarding this Privacy Policy, please contact any member of the CCS Leadership Team.

¹Regular attendees are defined as those who call CCS their main church *and* attend most weeks, but are not members according to our constitution.