



PRIVACY POLICY

Introduction

At Antwerp Christian Fellowship (ACF) privacy and personal and/or sensitive data is taken seriously. This document outlines our privacy policy (hereinafter referred to as the 'policy') to help you make an informed decision about the personal data you share with us.

ACF conforms to the EU General Data Protection Regulation (GDPR) approved by the EU Parliament on 14 April 2016 and with enforcement date of 25 May 2018. ACF's privacy policy was amended on 1 October 2018.

The nature of data collected

Only personal and/or sensitive data which is shared on a voluntary basis is collected. This can either be when signing up as a member, regular attendee, visitor or as a participant in one of the different ministry activities of the church. Personal and/or sensitive data may also be shared via electronic media (i.e. email or contact forms on ACF's website) sent to staff, volunteers or other ministries. Personal data may also be shared when donations or payments are made to ACF. Personal and/or sensitive data may also be collected from contractors and vendors.

Data collected may include: first name(s), surname, address, telephone number, email address, photos, marital status, birthday, nationality, occupation, membership status, ministry preferences, date of baptism, names, ages and photos of minor children, banking details and other data that supports the functioning of ACF's ministries. Only the minimum required personal and/or sensitive data is collected for the specific purpose at hand.

The use of data collected

ACF will use collected data for one or more of the following purposes:

1. Maintaining an accurate record of members, regular attendees and visitors;
2. Registering participants for ministry events and activities;
3. Keeping members and regular attendees informed e.g. by distribution of newsletters and other electronic communication related to the ministry activities of the church
4. Internal processing of data to support the ministries of the church such as children's Sunday school, ushering, prayer ministry, etc.
5. Processing of data for the personal administration (applicable to staff only)
6. Other purposes for which specific consent would be required up-front:
 - A. Staying in touch with former members (newsletters, fund-raising drives, etc.)
 - B. Other purposes approved by the leadership team of ACF

Transparency and choice

Transparency regarding collected data, as well as the purpose for which it will be processed, is important. Every person has a choice in sharing personal and/or sensitive data with ACF.

Accessing and updating of data

ACF aims to maintain accurate and up-to-date data on members (current and former), regular attendees and visitors. In order to achieve this goal, constituents are requested to provide timely and correct data to the relevant entities (i.e. ministry coordinator for ministry specific data and office staff for membership data) within ACF. Collected data is always available for review and may be requested to be permanently erased.

Retention of data

Personal and/or sensitive data is retained for the duration of membership and/or attendance at ACF. Data may also be retained and used to comply with legal obligations, resolve disputes, prevent abuse and to enforce other predefined agreements.

Sharing of data

ACF does not share or sell personal data with other entities for commercial purposes. Sharing of data is only allowed when it fits one of the purposes as defined in the section “The use of data collected” above. An example would be when email addresses is shared for the purpose of mass emailing the ACF newsletter via a professional tool, like Mailchimp.

Public Information and Third Party Websites

ACF maintains a presence on various social media platforms. This is done by either hosting pages on these third-party sites or by using links on the website of ACF to social media features, including, but not limited to, Facebook Like and Share buttons. The use of these features and platforms are governed by the privacy policies of the companies which provide them. These features may collect data about the user’s IP address and the page where this interaction took place. This might include the use of cookies. Any data, communications, or materials submitted via social media platforms is done at one’s own risk without any expectation of privacy.

ACF’s website also includes links to other websites, whose privacy policies may differ. Data submitted to any of those sites, is governed by the respective website’s privacy policy. It is highly recommended to carefully read the privacy policy of any website visited.

Information security

ACF takes reasonable and appropriate measures to protect personal and sensitive data from loss, misuse, unauthorized access, disclosure, alteration and destruction, considering the risks involved in the processing and the nature of the data collected.

If a security breach is detected, ACF will take the necessary and possible steps to contain said breach and will inform the local authorities and affected persons as applicable for the risks involved.

Data Privacy Officer

Any questions related to ACF Privacy Policy can be directed to:

Paulina Aguirre

Data Protection Officer

Antwerp Christian Fellowship

Nationalestraat 111

2000 Antwerpen – Belgium

Email: Antwerp.christian.fellowship@gmail.com