

## Purpose of Collecting Information

Cornerstone Church is committed to communicating the good news of Jesus Christ in the context of relationships. Contact information about people who are involved with and attend the activities of Cornerstone Church is collected for the purpose of maintaining contact with people in order to minister to them effectively.

Cornerstone Church provides high-level trend data to the Charities Commission.

Occasionally, upon receipt of a significant grant, a grantor may request trend data as a way of accountability of how the grant was used. This is normally at a high level and personally identifiable information is minimised.

## Types of Information Collected

The major forms of information we collect on individuals are:

- Contact Details - most often given by people through Contact Cards (written or online) provided during church services, but also through sign up forms and information stalls.
- Contact Card Notes - comments provided by people on contact cards at church.
- Financial Information - financial information related to donations pledged or given to Cornerstone Church.
- Attendance - whether or not people have attended a Sunday gathering or ministry run by church.
- Pastoral records - information recorded by staff or team leaders for instance, notes regarding progress in response to a request made through a contact card.
- Medical and Safety Information - dietary preferences, allergies and other information provided by you for the safe running of church activities.
- Privacy Information - people's preferences to opt out of using images for church publicity purposes, to not publish contact details in a church directory.
- Security camera footage - our church office at 12a Ilam Rd is equipped with external security cameras. The cameras have the capacity to record sound but for privacy reasons, we will not be storing this. We store this data locally in an encrypted form.

## Disclosure of Information

While we may contact people with information regarding the activities of Cornerstone Church, we are conscious of the need to respect their privacy. We will not disclose information regarding people without their prior consent.

The personal information given to us may be made available to Cornerstone Church staff, Bible study leaders or roster coordinators at the discretion of the staff. This will only be given in keeping with our stated purpose for the collection of the information.

In particular, we limit information to the following people that need to have access:

- Contact Details - limited to staff members or authorised ministry leaders who have specific need for this information to run their ministries. Additionally, in the case of initial sign-up

information (perhaps at an orientation stall or a community fun day) - we may involve an authorised volunteer to make initial contact. As an example, we ask students to call students from contacts from Orientation Days at the University of Canterbury.

- Contact Card Notes - access is limited to staff members and persons authorised by the Executive (one person is nominated for data entry purposes)
- Financial Information - individual financial information is limited to the Senior Pastor and those specifically authorised because they are directly involved in the oversight, preparation or auditing of our accounts.
- Attendance - limited to staff and pastoral team leadership (welcoming team and Connect Group leadership)
- Ministry Team Notes - limited to the ministry team that is dealing with the relevant need raised.
- Medical and Safety Information - staff, health & safety committee, children's workers and those running or catering for relevant church events.
- Privacy Information - limited to the staff team.
- Video footage - limited to staff (or specifically authorised leaders) who have a need to access this for their roles.

### **Management of Information Collected**

Safeguarding the privacy of people's information is important to us, whether they interact with us personally, by phone, mail, over the internet, or other electronic media. We hold electronic personal information in a combination of secure computer storage facilities, as well as paper based files, and take steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

Our online church database is provided by ChurchSuite.

Legacy information is stored in a deprecated Elvanto system. Both systems are GDPR compliant. Individual user accounts with specific privilege sets are granted by authorised system administrators.

We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will remove any details that will identify people, or we will securely destroy the records regarding people.

Our group newsletters include simple unsubscribe options and we will provide prompt confirmation of the removal.

### **Access to Information**

Any individual can request at any time to view or amend the information that is held on them by Cornerstone Church. Requests to view or amend personal information can be made by contacting our office.

### **Revisions**

<b>Date</b>	<b>Status</b>	<b>Comment</b>
2 February 2026	Approved	Minor updates; ChurchSuite ChMS changes
9 October 2023		Added information about security cameras
30 June 2023	Approved	Regular review and subsequent updates
11 March 2019	Approved	Change to Disclosure of Information section.
17 September 2019	Approved	No change from draft
11 June 2018	Accepted as a draft	Policy formally reviewed, having previously been in existence on our website.