



# The Baptist Union of Southern Africa

## Protection of Information & Privacy Policy

### ACCESS TO THE POLICY

The Protection of Information policy is owned and managed by the Baptist Union of Southern Africa (BU) and hosted on our website at:-

□ [www.baptistunion.org.za](http://www.baptistunion.org.za)

on our internal devices.

This Privacy Policy describes how the Baptist Union uses, discloses, transfers, stores, retains, or otherwise processes your information, whether provided through the website, or acquired directly by any other means, and will be dealt with in accordance with the Law.

### INTERPRETATION

Whenever “We”, “Our” or “Us” is used in this Policy it is referring to leadership, staff or volunteers of the Baptist Union.

“Data Controller” is the entity that determines the purpose for which personal data is collected and processed.

“Data Processor” is the entity processing personal data on behalf of the Data Controller.

“Personal Data” is any information about a living individual, which allows them to be identified, such as a name, email or photograph and can identify them alone or in conjunction with other information.

### DATA PROTECTION LAW

This policy explains how we comply with laws and regulations, specifically the Protection of Public Information Act.

1. all Personal Data relating to persons resident in South Africa acquired from or relating to such persons accessing the website for any purpose including, without limitation

- a. Completing a Digital request form.
- b. Registering for any event.
- c. Joining a Baptist Union WhatsApp Group
- d. will be dealt with in accordance with this Policy and **the Law**.

2. Any information obtained by means listed in point 1 above will be kept confidential and only be provided to third parties who assist us, provide goods or services requested by such persons, or with their prior consent in compliance with POPIA regulations

3. We will adhere to the **Principles of Data Protection** as detailed in **POPIA**. Your information will be:

- a. processed lawfully, fairly and in a transparent manner;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage using appropriate technical or organisational measures.

## **INFORMATION OFFICER**

The information officer for the Baptist Union is **Mrs Patricia Ihlenfeldt**, contact number 043 642 6699 or [patricia@baptistunion.org.za](mailto:patricia@baptistunion.org.za)

The Deputy information officer for the Baptist Union is **Rev Colin Diesel**, contact number 0117685980 or [colin@baptistunion.org.za](mailto:colin@baptistunion.org.za)

## **COLLECTION OF DATA**

The Baptist Union takes your privacy very seriously and this Policy has been adopted as it recognises the right of people to keep their personal information private.

Data is manually added to our Database when you:

- Send an email requesting information
- Give your details to a volunteer or staff member

## **TYPES OF INFORMATION COLLECTED**

### **1. Personal Information**

The types of personal information collected by us include:

- a. personal details such as your title, name and date of birth;
- b. contact details such as email, mobile and telephone numbers; social media profiles
- c. when relevant to our mission, demographic information such as marital status, nationality, education, employment/qualifications and family details
- d. spouse details when you necessary
- e. records of your contact with us;
- f. photographs provided by you or taken at Baptist Union events;
- g. visits to the Online platform

### **2. Sensitive / Special Category Personal Information**

We may collect and store sensitive personal information such as:

- a. religious information (attendance at Local Church and/or Local Church events / activities);
- b. religious affiliation, permitted when you and/or your family attend, register for Baptist Union events and conferences.
- c. prayer requests.
- d. Queries of a personal nature

## **SHARING OF DATA**

The Baptist Union will never sell or freely distribute your information without just cause.

You acknowledge that your personal information (specifically your name, email address, contact number and birthday) will be shared with:

- a ministry leader, should you join a particular ministry
- Pastor should you request any ministry engagement including, counselling, marriage counselling, spiritual or emotional counselling, practical assistance

## **MODIFYING YOUR PREFERENCES**

If at any point you would like to change your preferences and:

1. you do not wish to receive further communications from the Baptist Union
2. you wish to change the way you receive any communication

You are able to

- Send your request to [patricia@baptistunion.org.za](mailto:patricia@baptistunion.org.za)

## **HOW WE USE YOUR INFORMATION**

Our primary purpose for collecting information about you is to assist you on your spiritual journey. It is necessary for us to have your information to

- Invite you to participate in Baptist Unions meetings, events, and programmes
- Share resources with you that will assist you to take the next steps.

Your personal information will be dealt with in accordance with the Law. It is never sold, nor given away. It is only shared with others where you have given consent or where it is permitted or required either contractually or legally.

We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. In the cases of social media accounts, WhatsApp, you're joining the groups amounts to consent.

## **LEGAL BASIS FOR USING YOUR PERSONAL INFORMATION**

We will only process your personal information where we have a legal basis to do so. The legal basis will depend on the reason or reasons we collected and need to use your information. Under the Law in almost all cases the legal basis will be:

- because it is in our legitimate interest as registered NPO and Christian religious entity to use your personal information to operate and improve our service as churches;
- to fulfil any contractual relationship, we have with you in relation to provision of products or services, such as registration at events;
- because you have consented to Baptist Union using your information for a particular purpose;

- because we need to use your personal information to comply with a legal obligation, such as protection and welfare of individuals;
- to protect the vital interests of you or another person, for example, in pastoral situations;
- to process sensitive / special category personal data that is relevant to us as a not for profit religious organization;
- where you have given consent for us to contact you by email, phone or SMS, to send you information and marketing communications.

## **DATA STORAGE AND WHO SEES YOUR INFORMATION**

Information you provide electronically is stored on our office database. Administrators are able to access this information via their computers, tablets or mobile devices wherever an internet connection is available.

Information you provide in paper form, such as consents, letters or recorded in meetings with staff or volunteers, may be transferred to an electronic format and stored on our database.

Subject to compliance with our data management policies and procedures, and in compliance with the above Data Protection Principles, information may be accessed, used and stored:

- a. on computers, tables and mobile devices of the Baptist Union and servers based in the South Africa; and
- b. by a limited number of staff or key volunteers under a duty of confidentiality who are involved in development, maintenance and operation of the website or data systems.

## **HOW LONG WE RETAIN YOUR INFORMATION**

We will only keep your personal information for as long as it is required and in accordance with **the Law** and other legal requirements.

If you have indicated that you no longer wish to hear from us, we will keep the minimum information necessary to ensure that no future contact is made.

However, even after you modify your communication preferences, we may retain copies of information about you for a period of time that is consistent with applicable law, applicable statute of limitations or as we believe is reasonably necessary to comply with applicable law, regulation, or legal process.

Where we hold Sensitive Category Personal Information, unless we have evidence of your regular contact with us or we are required by law to retain, the sensitive information will be deleted after a period of two (2) years.

## **COOKIES**

We use various technologies to collect information when you access or use

Any of our webpages or blogs , including placing a piece of data, commonly referred to as a “cookie on your device. Cookies are small data files that are stored on your hard drive or in your device memory when you visit a website or view a message. By using

□ [www.baptistunion.org.za](http://www.baptistunion.org.za)

you permit us to collect and use your information from activity on devices you use in accordance with this Privacy Notice.

## **YOUR RIGHTS**

### **1. PERSONAL INFORMATION**

Where you have provided your consent to us processing your personal data, you may

withdraw this consent at any time. In addition, the Law gives you the right, under certain circumstances:

- to request in writing and securely obtain copies of the personal information we hold about you;
- to correct or update your personal information held by us;
- to request us to stop using your personal information for marketing purposes or for any other purpose where there is no legal requirement for continued processing;
- to object to profiling activities based on our legitimate interest;
- to request to have all personal data deleted . To exercise any of these rights please contact [patricia@baptistunion.org.za](mailto:patricia@baptistunion.org.za)

Please update your information via the [patricia@baptistunion.org.za](mailto:patricia@baptistunion.org.za) as soon as any of your information changes to ensure the accuracy of information we keep. We will take reasonable steps to correct any of your information, which is inaccurate, incomplete or out of date.

A request to access, amend or delete your personal information may be refused in certain circumstances. If refused, you will be provided with a reason for the decision and, in the case of amendment, will note with your personal information that its accuracy is disputed.

## **2. MARKETING COMMUNICATIONS**

The **Privacy and Electronic Communications Regulations (PECR)** gives you the right:

● to choose whether or not to receive marketing communication from us by email, text or telephone;

● to know about the cookies the BU uses, so that you can decide whether to give permission to store a cookie on your device.

You can change the way you are contacted, or the kind of material sent to you, at any time by contacting us via [patricia@baptistunion.org.za](mailto:patricia@baptistunion.org.za) or 043 642 6699.

## **3. MODIFYING YOUR PREFERENCES**

You will have the opportunity to decline to accept communications at any time and discontinue receiving such communication by:

a. following the instructions to “unsubscribe” on any email or text communication received from the Baptist Union.

b. emailing [patricia@baptistunion.org.za](mailto:patricia@baptistunion.org.za)

## **4. SECURITY**

Reasonable steps will be taken to keep secure any personal information, which is held. Personal information, held electronically, is stored in a secure server or secure files.

The Internet is not a secure method of transmitting information. Accordingly, no responsibility is accepted for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information.

Security measures are taken to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.

Where we have given you, or where you have chosen security codes (username, password, memorable word or PIN), which enable you to use any online service, you are responsible for keeping these security details confidential.

## **LINKS AND SOCIAL MEDIA**

Our website or communications may also include links to other websites or may provide social media buttons, permitting sharing web content directly to a social media platform, such as Facebook, Twitter, WhatsApp and YouTube.

We do not endorse social media website(s) and have no responsibility for the content unless posted by or approved by us nor are we responsible for the cookies such websites may contain.

Use of such buttons or links is at your own risk and you must verify authenticity of sites before posting or providing personal information on such sites.

We do not ask for passwords or personal details on social media.

## **REPORTING CONCERNS**

Please contact the Information Officer at the Baptist Union of the Baptist Union if you wish to raise a concern about handling of your personal information through our digital platforms. Our Information Officer is **Mrs Patricia Ihlenfeldt**, 0834636843 or [patricia@baptistunion.org.za](mailto:patricia@baptistunion.org.za)

You also have the right to lodge a complaint with the Information Regulator via [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

## **CHANGES TO THIS PRIVACY NOTICE**

The Baptist Union may amend this Policy from time to time to reflect changes in best practice, security, and control and to ensure compliance with any changes or amendments to the Law or other applicable legislation in South Africa.

## **CONTACTING Baptist Union**

If you would like any further information, or have any queries, problems or complaints relating to the Privacy Policy or our information handling practices in general, please contact the appropriate person/s below:

Patricia Ihlenfeldt  
Baptist Union of Southern Africa  
44 Blende Avenue  
Roodekrans  
Ph.: +27 11 7685980  
Email: [patricia@baptistunion.org.za](mailto:patricia@baptistunion.org.za)  
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