

**Chapel In The Valley**  
**Griffydam Wesleyan Reform Church**  
**PRIVACY POLICY**

**Our Privacy Commitment**

The Chapel in the Valley at Griffydam is committed to protecting the privacy of attendees of any of the activities within the Church. The personal information you share with Chapel in the Valley will be used to support the administration and management of ministries, delivery of services and maintaining programs offered by the Church. We protect the personal information and adhere to all legislative requirements with respect to protecting privacy.

**Why Does Chapel in the Valley Gather Personal Information?**

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

- Church Membership registration and listings
- Church Directories
- Newsletter & prayer diary distribution
- Counselling and prayer support
- Church administration
- Club administration

**How Does the Chapel in the Valley 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. locked filing cabinets, password protected pc’s) 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 the Chapel in the Valley is restricted to: the church volunteers who collect and count the offerings, the Church Treasurer.

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 members without their written consent.

**Access to information**

All requests for access must be submitted to the Church treasurer or secretary as appropriate and we will endeavour to respond to your access request in accordance with our Data Protection Policy.

**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.

**Chapel in the Valley Website**

We will carefully review the purpose and need before posting personal information on our church website. Personal information will only be posted with written consent from the church family member.

**Summary**

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