

Information and Privacy @ Cleveland UC

2021

What information we collect and why...

Simply put...

We collect your personal information to enable us to further our mission, respond to your request and maintain contact with you

To enable us to see the community through the crowd...

What information we collect and why...

Note

This document is not applicable to all groups within the church, some still maintain offline only records.

What information we collect and why...

- Personal Information

- Name

- Date of Birth

- Contact Details (Postal & Electronic)

- Participation Information (Sunday Service Attendance, Group Participation)

- Medical Information (Primarily for those who participate in activities for whom we have a duty of care)

- Next of Kin and/or emergency contact details

What information we collect and why...

○ Why/How we use this data

- To be able to meet our obligations around duty of care (Youth + Kids)
- To stay in contact with those who have connected with our community
- Enable Pastoral Care
- To celebrate milestones
- To track attendance trends and better understand the community

Where information is stored

CLEVELANDUNITING
CHURCH



Church Office

- Some Personal Data
- Some Photos
- Registers & Records
(Baptism, Wedding, Funeral)

Office locked outside of business hours



The Uniting Church in Australia
QUEENSLAND SYNOD

Synod Office

- Register of Workers
(For those with Blue Cards)
- Any/all records if the
congregation closes
(Not currently applicable...)

Legal entity of UCA in Qld

https://ucaqld.com.au/wp-content/uploads/dlm_uploads/2019/07/1.1-Privacy-Policy-POL-0001.pdf

Where information is stored



Tithe.ly

Church Management Software

- All Personal Data + Directory
- Sunday Service Plans
- Rosters
- Attendance Data

Formerly known as Elvanto,

Data Hosted in Australia



<https://help.tithe.ly/en/articles/2572351-chms-security-faq>



Tithe.ly

Tithe.ly Sites-Website

- Photos + Service Audio
- Some email addresses
- Announcements (Private Data Removed)

US Business, Data Hosted in Canada and USA

<https://help.tithe.ly/en/articles/3188588-how-secure-is-tithe-ly-sites>

Where information is stored



MailChimp

Mass Email Platform

- Email addresses and some names

US Business, Data Hosted in USA

<https://mailchimp.com/about/security/>



Office 365

Cloud Based Productivity Suite

- Some Personal Contact Data
- Emails, Calendars
- Files (Photos, Reports, Docs)

Some Files Containing Personal Data

US Business, Data Hosted in Australia

<https://www.microsoft.com/en-us/trustcenter/security/office365-security>

Who has access, how is it secured?

CLEVELANDUNITING
CHURCH



Church Office

- Office Staff + Approved Volunteers
- Ministry Staff + Field Students

Limited distribution of keys for internal office



The Uniting Church in Australia
QUEENSLAND SYNOD

Synod Office

- Relevant Synod Workers

Security managed by UCA Qld Synod

Who has access, how is it secured?



Tithe.ly

Church Management Software

- Staff (Admins)
- Some Leaders (Limited Admin)
- Members (Roster, Directory)

Data access restricted based a persons role within the church. Unique username/passwords for each user.



Tithe.ly

Tithe.ly Sites-Website

- Web Manager
- Staff
- Limited Group Leaders

Editor user restricted based a persons role within the church. Unique username/passwords for each user.

Who has access, how is it secured?



MailChimp

Mass Email Platform

- Ministry Staff

Ministry Staff access, minimal other access e.g.
Youth and Families newsletter.



Office 365

Cloud Based Productivity Suite

- Staff
- Some Leaders

Data access restricted based a persons role
within the church.

Your Responsibilities

The private information contained in the Church Directory, Messenger, rosters and church database have been obtained with individual consent.

The Cleveland United Church has collected the information herein to allow the congregation to care for each other. As such, it is important that we ensure that as a church community, both individually and collectively, we handle this data in a way as to maintain this trust.

Your Responsibilities - Examples

- You should keep your information up-to-date
- You should not share your members hub login details with other people, particularly those outside of Cleveland UC
- Information contained in the Church Directory, Messenger, rosters and church database cannot be passed onto any other organization or individual for marketing purposes or gain.
- Any electronic copies of personal data should not be sent unencrypted over the internet or stored long term on portable media that could be easily lost.

Your Responsibilities - Examples

- If contacted by someone outside of Cleveland Uniting Church, you should not give out personal information from the church directory or database
- You should dispose of print editions of the church directory in a secure way. (Shredding, burning, or returning to Cleveland UC office for disposal)
- If you are aware someone misusing of personal information in the directory, you need to inform the Cleveland UC office so that we can restrict that person access.