

# Website Privacy Policy

Latimer Church Incorporated ('Latimer') respects and values your personal information. Your privacy is very important to us and we are committed to complying fully with New Zealand privacy laws.

## **Collection of Personal Information**

Latimer collects personal information that you provide voluntarily when registering and completing forms (such as name, age, gender, email, etc) for the purposes outlined at the time of collection. Supply is voluntary and is commonly used internally to provide services or to respond to enquiries. Any personal information we collect from you is stored in a secure database managed by Latimer. Our Privacy Policy outlines our use of personal information, and you can access our Privacy Policy [here](#).

## **Communication from Latimer**

If you request to receive our weekly newsletters, we will add you to our regular mailing list for all communication. For example, you may receive updates about future events or important notices. Any subscribed electronic communication we send you will always have an unsubscribe facility. If you are serving on a roster at Latimer, you may receive rostering notifications via our rostering database Planning Center. We also communicate via social media sites which are joined by subscribing to the sites.

Please feel free to contact us at [office@latimerchurch.nz](mailto:office@latimerchurch.nz) to enquire about your personal information or the communication we send you. We are happy to provide you with any personal information that we hold about you, at any time. If it is wrong, we will correct it.

## **Securing your personal information**

Personal information is kept secure by staff, either in safe physical spaces, our database or files encrypted by strong passwords.

## **Photographs & Video**

Latimer may from time to time publish photographs or videos of our church services, events, and activities. These images are used to record, promote, and celebrate our ministries in print and digital formats (i.e., on our website, social media, newsletters, brochures, invitations, Service presentations, etc.).

We will endeavour, as much as possible, to advise when photographs or videos are being taken. Please let us know if you do not wish to have your image used in this way. We will never knowingly publish anything that would be objectionable, embarrassing, or hurtful to anyone, and will gladly remove any photographs or videos upon request.

### **Third Parties**

Latimer Church does not sell, trade or rent your personal information to anyone.

We may share your personal information with third-party affiliates, vendors, partners and law enforcement authorities where necessary to provide services, or required by law. Latimer Church staff and volunteers are not authorised to provide personal information from Elvanto to other people or any third parties. Personal Information held within Elvanto is only to be used for the purposes of Latimer ministries.

### **Security**

We take good and reasonable steps to ensure the security of your personal information. We have implemented processes, technologies and procedures that are designed to safeguard access and theft from unauthorised parties.

### **External Links**

Our website contains links to third-party websites, which in turn, may include links to other websites. Our privacy policy does not apply to external websites and the personal information they collect. We recommend you review the privacy policy of every site you visit.

### **Cookies**

Like most website operators, we use 'cookies' to automatically collect non-personally identifying information (i.e. your IP address) whenever you interact with our online home. This is used to access aggregated traffic data and how the site might be enhanced or improved.

A 'cookie' is a small text file which is stored on your computer, not the website. Please see your browser's help files for ways you can activate, manage, or disable this function.

### **Consent**

Through use of this website, you consent to this privacy policy. Latimer reserves the right to modify and amend this policy at any time. We recommend you return periodically for updates.

### **Contact Us**

If you have any questions about our privacy policy, please feel free to contact us. You can reach us by contacting our privacy officer at [privacyofficer@latimerchurch.nz](mailto:privacyofficer@latimerchurch.nz)