

## **BELLA VISTA COMMUNITY CHURCH PRIVACY POLICY**

### **Commitment to Privacy**

Bella Vista Community Church is committed to protecting the privacy of its members. The personal information you share with Bella Vista Community Church will be used to support the administration and management of ministries, delivery of services and maintaining programs offered by Bella Vista Community Church. We protect the personal information and adhere to all legislative requirements with respect to protecting privacy.

### **Why Does Bella Vista Community Church Gather Personal Information?**

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

- Church Membership registration and listings;
- Church Directories
- Volunteer and leadership development;
- Program and service registration, administration and delivery;
- Counseling and prayer support; and
- Church administration (tithing, offerings, payments owing, etc.)

### **How Does Bella Vista Community Church 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. filing cabinets) 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 Bella Vista Community Church is restricted to those individuals who collect and count the offerings, process your income tax receipts, and who handle the records. You have the right to request access to information about your tithes and offerings.

## **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.

## **Bella Vista Community Church Website**

We will carefully review the purpose and need before posting personal information on our church website. If personal information is posted, we will limit the amount of personal information to that which is necessary. The Bella Vista Community Church Website Privacy Policy is available for review at [bvcc.net](http://bvcc.net).

## **Summary**

If you have any questions or would like to review your personal information, please contact the church office at 479.855.1126 or email [questions@bvcc.net](mailto:questions@bvcc.net). We take our responsibility to respect and protect your personal information seriously.