

The Church Building System Privacy and GDPR Policy

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1. Background

The Church Building System understands that your privacy is important and that you care about how your personal data is used and shared. We respect and value the privacy of everyone who visits our website, contacts us in any way, attends any live events or online meetings or are part of The Church Building System Team. We will only collect and use personal data in ways that are described here, and in a manner that is consistent with our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of our Privacy Policy is deemed to occur upon your first use of our website, giving us any personal information by any means of communication, including in person. If you do not accept and agree with this Privacy Policy, you must stop using our website or services immediately or talk to us about your concerns.

Please note our websites may contain links to other websites. We have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

2. Information About Us

The Church Building System is a registered 501(c) (3) and is a subsidiary of Grunewald Ministries, Inc. (501(c) (3) EIN 35-1922677).

Our registered office is: 10026-A South Mingo Road #332, Tulsa OK 74133 United States of America.

Our websites include www.thechurchbuildingsystem.com and www.grunewaldministries.org

*'The Church Building System' will hereafter be referred to in this policy as 'TCBS'.

3. The information we collect about you

Some of the ways information is collected include:

- When you contact us by mail, telephone, e-mail, or interact with us through electronic means – including websites, social media, discussion groups, conference calls, mobile applications;
- When you support us through donations or purchases goods or services;
- If you take up a voluntary, contracted, or employment position;
- Where we provide services to you;
- When you give information in person.

The information you give us may include identifiers such as your name, postal address, e-mail address, phone number, church attended, credit card or financial information, other personal information, description, age and/or photographs. Other information will be required if you are a volunteer, employee, partner, trainee or trainer.

All activities of TCBS may be recorded and photographed. Images of the people attending or participating in the activity or other event may be used in print material, promotional videos, live streaming and for other promotional purposes such as social media (Facebook, Twitter, Snapchat, TikTok, Youtube) and commercial activities. By attending any event, service or other activity you agree to TCBS using your image and personal information in this way.

In addition, the following may be collected during a website visit:

- i) Technical information, including your Internet protocol (IP) address (used to connect your computer to the Internet), your login information (if appropriate), browser type and version, time zone setting, browser plug-in types and versions, and operating system and platform;
- ii) Information about your visit.

If you are an volunteer, employee, partner, trainee or trainer, we may also hold certain categories of sensitive information such as personal financial details, gender, marital status, full employment and educational history, references, medical and criminal records, and training records.

Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. If you do not provide us with certain information we may be unable to provide you with certain services or assistance requested.

We also gather information on children with the consent of parents / carers. Relevant information will also be given to children in an appropriate way. At the age of 13 children will also be asked for their permission for storing their information.

4. What is our legal basis for processing your data?

The legal basis for processing personal data differs depending upon the purpose it was collected for. This includes consent, agreement, for legitimate interests, or for legal reasons. To receive details of the basis on which we hold personal information on you please contact info@thechurchbuildngsystem.com

5. Your Rights

You have various rights under GDPR, which this policy upholds:

- The right to be informed about our collection and use of personal data;
- The right of access to the personal data we hold about you;
- The right to correct any personal data we hold about you that is inaccurate;
- You have a right to ask us to delete any personal data we hold about you. To do this please email us at info@thechurchbuildngsystem.com. An exception is where we are required to hold the data by law or because we must have the information for a particular reason e.g. for Gift Aid, safeguarding, training records or statistical analysis.
- The right to restrict (i.e. prevent) the processing of your personal data;
- The right to data portability (obtaining a copy of your personal data to re-use with another service or organization);

- The right to object to us using your personal data for particular purposes; and
- Rights with respect to automated decision-making and profiling.

Data that is held on consent will only be processed as long as we have your consent. To withdraw your consent, you can contact us by emailing us at info@thechurchbuildngsystem.com.

You may access our websites without providing any data at all. However, to use all features and functions available on our websites you may be required to submit or allow for the collection of certain data. You may restrict our use of Cookies.

If you have any cause for complaint about our use of your personal data, please contact us at info@thechurchbuildngsystem.com and we will do our best to solve the problem for you.

6. Access to your information

You can request access to the personal information that TCBS holds about you by contacting the Data Lead. TCBS will provide you with access to your personal information unless legally authorized to refuse your request. TCBS does not charge for providing reasonable access.

If you wish to change personal information that is out of date or inaccurate at any time, please contact info@thechurchbuildngsystem.com. After notice from you, TCBS will take reasonable steps to correct your information. If you wish to have your personal information deleted, please advise TCBS and that information will be deleted wherever practicable.

TCBS may refuse your request to access, amend or delete your personal information in certain circumstances. If TCBS does refuse your request, you will be provided with a reason for such decision and, in the case of amendment, it will be noted with your personal information that you have disputed its accuracy.

7. How will we use your information?

TCBS will use the personal information we collect for the purpose disclosed at the time of collection, or as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorized or required by law. Generally, we will only use and disclose your personal information as follows:

- A. to establish and maintain your involvement with TCBS;
- B. to provide the products or services you have requested from TCBS;
- C. to answer your enquiry;
- D. to register you for events, conferences or promotions;
- E. to assist us to make our sites, services and products more valuable;
- F. for direct promotion of products or services;
- G. to third parties where they provide the services you have requested; and
- H. to maintain accurate and up to date records of our volunteer, employee, partner, trainee or trainer;
- I. to provide Pastoral care or ministry;
- J. to run criminal record checks for Safeguarding or employment purposes;
- K. to meet any legal requirements or as per agreements for use of services.

Where you have consented when providing us with your details, TCBS may also allow carefully selected third parties, including other ministries and organizations in our group, to contact you occasionally by email about products and services which may be of interest to you. If you change your mind about being contacted by these organizations in the future, please unsubscribe to the direct marketing mail communications or contact info@thechurchbuildingssystem.com

Outside where stated above unless otherwise required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Where we transfer any personal data outside of the USA or the EEA, we will take all reasonable steps to ensure that your data is treated as safely and securely as it would be within the USA or EU and under the GDPR.

8. Security

- Only TCBS staff, volunteers (and the staff of our Business Partners) that need to see the data can access it.
- We may store your information on computers, in paper form, or both.
- All computers that store any personal data are password protected.
- Laptop computers and similar devices that contain confidential information are encrypted where possible.
- Any paper files that hold personal information (other than names and contact details) are kept on secure premises in locked cupboards and filing cabinets.
- Any personal information that is transferred to, and stored at, a destination outside the European Union (EU), will also be processed by staff operating outside the EU who work for us or for one of our providers. This includes staff engaged in, among other things, the fulfillment of your requests for services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy and in compliance with all relevant USA & EU data protection legislation.
- Information you provide may be stored on our secure servers or by one of our Business Partners. Where we have given you (or where you have chosen) a password that enables you to access certain parts of our site or app, or a Business Partner's site or app, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.
- Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.
- The services used by TCBS to receive and process payments (PayPal, Square, Stripe, and GoCardless) all use end to end encryption.

9. How long do we hold your data?

Generally speaking your information will be held while we provide you a service and for seven years after your last contact with us. An exception to this would be if we had to hold it for longer if required for legal or Governmental reasons.

We will hold your data for as long as we provide you a service, may need to give a reference or to confirm your qualifications.

Data that is held by us on consent is only kept for as long as we have your consent to process that data.

For full details of how long we will keep your personal information you can contact info@thechurchbuildngsystem.com

10. Cookies

Cookies are small amounts of information that TCBS websites store on your computer. Unless you have indicated your objection when disclosing your details to TCBS, its system will issue cookies to your computer when you log on to the site. Cookies make it easier for you to log on to and use the site during future visits. They also help to monitor website traffic and to personalize the content of the site for you. You may set up your computer to reject cookies although, in that case, you may not be able to use certain features on TCBS websites. If you do not wish to receive cookies in the future, please contact info@thechurchbuildngsystem.com

11. Changes to this Privacy Policy

We may change this Privacy Policy from time to time (for example, if the law changes) and it will be reviewed at least annually. Any changes will be immediately posted on our websites and you will be deemed to have accepted the terms of the Privacy Policy on your first use of our website following the alterations. We recommend that you check this page regularly to keep up-to-date.

Date last revised is 22 January 2021

12. Contact

If you have any questions, comments or requests regarding this privacy policy please e-mail info@thechurchbuildngsystem.com or write to us at:

The Church Building System
10026-A South Mingo Road #332,
Tulsa OK 74133, USA.

Please ensure that your query is clear, particularly if it is a request for information about the data we hold about you.