



# The Methodist Church of Southern Africa

## **WESTVILLE SOCIETY**

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### **PRIVACY POLICY**

At Westville Methodist Church (WMC), we have over time gathered personal information from our members in order to create a database.

#### **WHAT DATA DO WE COLLECT?**

At WMC, we collect and store only the data that you, our member, have shared with us. Typically, this would include your name, telephone number, and email address. This information is either collected in person, or through the RSVP portal used to book your place at our Sunday services.

#### **HOW DO WE USE YOUR DATA?**

1. Your email address may have been added to our mailing list. This allows us to keep in touch via email, advising you of church services and other activities and news regarding the church.

During the COVID-19 pandemic, we have emailed our Sunday Services to all our members, allowing everyone to be involved in services, whether in-person or online.

2. Your cell number may have been added to our WhatsApp group. Again, we use this group to keep you informed of church happenings, and we post our services here as well. We also use this platform to post a daily prayer, as well as our weekly Quiet Time meditation.
3. The RSVP portal allows you to register online for our Sunday services. The information gathered here is used to create an attendance register. This register not only reserves your place, but in the event of a member testing positive for COVID-19, also allows us to track and trace any other members who may have been exposed.

#### **HOW DO WE STORE YOUR INFORMATION?**

Our database is stored electronically. Regrettably, no method of electronic data storage is 100% secure. Whilst we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

Of course, it goes without saying that we do not share your information with any third parties. Your privacy is of the utmost importance to us.

If at any time you wish to be removed from our database, please do not hesitate to contact the office at 031 2665222 or email us at [Office@westvillemethodist.co.za](mailto:Office@westvillemethodist.co.za).