

Privacy Policy

Affirmed by the Elders: **20th July 2026**

Review date: **16th July 2029**

1. Purpose

Windsor Park Baptist Church (WPBC) recognises the importance of protecting an individual's privacy. The purpose of this **Privacy Policy** is to explain how WPBC collects, stores and may use your personal information.

The purpose of the **Privacy Act 2020 (the Act)** is to promote and protect individual privacy, by:

- a. Providing a framework for protecting privacy of personal information, including access by individuals to their information, while also recognising other rights and interests; and
- b. Giving effect to international privacy obligations and standards.

WPBC endeavours to fully comply with the principles of the Act as it looks to continue handling personal information with care and respect.

2. Key points

- We collect personal information from you in order to carry out our role as an organisation and to inform you about our services, events and activities.
- We may collect personal information about you either directly, or we may generate personal information about you when we carry out our functions and programmes.
- We will only use personal information for the purpose for which we collected it.
- Where personal information is collected from children and young people, we seek consent from a parent or guardian where appropriate and take additional care to ensure information is handled safely and responsibly.
- We retain personal information only for as long as it is required for the purposes for which it was collected, to meet legal obligations, or to protect the legitimate interests of the Church.
- We keep your information safe, on a server located in New Zealand. However, some of our service providers may store or process personal information outside New Zealand. Where this occurs, we take reasonable steps to ensure that those providers maintain privacy protections comparable to those required under New Zealand law.

- WPBC also uses selected third-party suppliers to deliver specific services such as email, event registration, live chat and so on; these suppliers have comparable privacy policies and processes for protecting your personal information.
- You can ask us for a copy of, or ask to correct, your personal information at any time. We will be as open as we can with you whilst ensuring we do not breach the trust or safety of others or where information may be legally privileged.

3. Personal Data

We may collect personal information from you, including your name, date of birth (where relevant), contact details, campus affiliation, volunteer involvement, event registrations, donation records and pastoral notes arising from your interactions with us. Pastoral records and notes are only accessible to authorised ministry personnel and are used solely for the provision of pastoral care and church ministry purposes.

Providing some personal information to us is optional, however, we may not be able to effectively provide you with services or carry out our role as an organisation if you do not provide us with the information we request.

We collect your personal information in order to: carry out our role and function as an organisation, provide pastoral care, inform you about services, events and activities, comply with legal requirements (e.g. charitable donations), protect our children and young people, complete registration and management requirements for events and programmes, improve our delivery of services, complete internal analysis and prepare reports.

We do not generally share your personal information with third parties (other than third parties which are providing digital services to us). However, we may share personal information with the NZ Police or another government agency, if required by law (for example to assist with the investigation of a criminal offence), to report significant misconduct, or where there is a serious threat to health and safety.

4. Photography & Video

We may photograph or record services and events for ministry, communication, promotional, and archival purposes. Where practical, individuals may request not to be featured in identifiable images. While we will make all reasonable efforts to honour such requests, we cannot guarantee that individuals attending public gatherings will not appear incidentally in photographs or recordings.

Note that our children and youth ministries have their own policies regarding the use of images of those aged under 18. Please contact those respective ministries, or our communications team, for more information regarding those policies (which are in line with this Privacy Policy).

5. Security

We may have CCTV devices installed at our locations. If installed, CCTV footage is recorded and retained for security purposes and is only viewed by authorised staff. The footage will not be made public unless authorised by the individual(s) shown in the footage or in consultation with the NZ Police. CCTV footage is normally retained for up to 90 days unless it is required for the investigation of an incident, legal proceedings, or another legitimate purpose. If CCTV devices are present, there will be signage at our locations advising of the presence of CCTV devices.

We take reasonable technical and organisational measures to protect personal information from loss, unauthorised access, disclosure, alteration, or misuse.

6. Social Media

We use social media networking services such as Facebook, Instagram and YouTube to share content and promote our initiatives in a public space. When you engage with us using these services, the social network may collect your personal information for its own purposes. These networks have their own privacy statements which are independent of ours. They do not have access to the personal information that WPBC holds, although they may collect information about your interactions with their platforms according to their own privacy policies.

7. Websites & Apps

We may collect the following information about your use of our websites & apps, including the use of cookies and similar technologies to help us understand how our websites and apps are being used and how they may be improved (although we do not generally use this information to identify individuals):

- Your IP address.
- The search terms you used.
- The pages you accessed on our website and the links you clicked on.
- The date and time you visited the site.
- The referring site (if any) through which you clicked to our website.
- Your operating system (such as Windows 10).

- The type of web browser you use (such as Google Chrome, Internet Explorer).

8. How to unsubscribe

Most digital communications will have an unsubscribe option contained within its content, however to unsubscribe from a mailing list or any other correspondence sent out by WPBC, you may also email: info@windsorpark.org.nz, stating your name, email address and which communication you would like to stop receiving.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong; if you would like to request this or have any questions about your personal information or our practices, please contact our Privacy Officer, Grant Harris, at grant.harris@windsorpark.org.nz.

9. Changes to this privacy policy

WPBC may update this Privacy Policy from time to time. When we do, we will revise the updated date at the top of this document. We encourage you to review this policy periodically so that you remain informed about how we collect, use and protect personal information.

10. Acknowledgement

This Privacy Policy explains how we collect, use, store and protect personal information. By engaging with our services, programmes, events or digital platforms, you acknowledge that WPBC may collect, use, store and manage your personal information in accordance with this policy and applicable New Zealand law.

11. Privacy Breaches

If a privacy breach occurs that is likely to cause serious harm, we will respond promptly and comply with our obligations under the Privacy Act 2020, including notifying affected individuals and the Office of the Privacy Commissioner where required.

12. Contacting us

If you have any questions about this Privacy Policy, the practices we employ, or your dealings with us, please contact us at:

Windsor Park Baptist Church
550 East Coast Road
Mairangi Bay 0730, Auckland
(09) 477-0002
info@windsorpark.org.nz
www.windsorpark.org.nz

If you are not satisfied with our response to a privacy concern, you may contact the New Zealand Office of the Privacy Commissioner at www.privacy.org.nz.