

Chinese Christian Church of Columbia Privacy Policies and Procedures:

The Chinese Christian Church of Columbia Privacy Policies and Procedures implement our obligations to protect the privacy of individually identifiable personal information that we obtain, receive, create, or maintain as a church. Such individually identifiable personal information may include but not limited to name, phone number, address, birth date, e-mail address, whether Christian or not, date of baptism, membership status, date of membership status changes, etc. The information may be used in creating or maintaining membership roll, meeting minutes, publishing worship bulletin, activities coordinators contact information, attendance records, directories, web sites, and other church publications or functions. We implement these Chinese Christian Church of Columbia Privacy Policies and Procedures to protect the interests of everyone involved. All who are involved in any way regarding any individually identifiable personal information are obligated to follow these Privacy Policies and Procedures faithfully.

1. General Rule: No Disclosure

Our church does not disclose individually identifiable personal information to third parties except as this Chinese Christian Church of Columbia Privacy Policies and Procedures permit or require. Our church also does not share information with other entities. However, certain individually identifiable personal information may be published in directories, bulletin, web sites, or other media as the church sees fit. Financial information is never disclosed to any party other than the treasurer who by necessity has a need to have access to and maintain such information for record keeping and tax documents preparation. We may release information to legal authorities with lawful and proper jurisdiction.

2. Availability of Notice of Privacy Policy

Our church will make available a **Chinese Christian Church of Columbia Notice of Privacy Policy** in writing to inform about our Privacy Policies and Procedures.

3. Authorization or Consent

If consent is deemed necessary or desirable to be obtained, our church will request and obtain the individual's written Authorization or Consent for our use and disclosure of the individual's personal information for certain intended purpose. The Authorization or Consent form is to be in writing, which we may not alter in any way, is to be retained by the church for safe keeping. An individual from whom we obtained Authorization or Consent may revoke it at any time by written notice.

4. Permitted Release Without Authorization or Consent

Our church may release or disclose individually identifiable personal information to third parties without Authorization or Consent only under certain very limited situations or emergency situations or upon demand by law enforcement officials or legal authorities or entities having legal or rightful jurisdiction over these matters.

5. Minimum Necessary

Our church will use only the minimum necessary individually identifiable personal information needed to perform our duties.

6. Individuals' Rights

Our church will honor the rights of individuals regarding their individually identifiable personal information. Individuals may request us to not publish certain information. However, in order to honor such request, the individuals may become unable to serve or be served in certain capacity.

7. Amendment

Individuals have the right to request to amend their individually identifiable personal information and other records for as long as our church maintains such records. However, in the event the church believes the information we maintain is accurate and questions the accuracy of the requested amendment, we may choose to keep our existing information on file and honor the amendment request by adding the requested amendment as an addendum acknowledging this as the individual's request.

8. Disclosure Accounting

Individuals have the right to an accounting of certain disclosures our church made of their individually identifiable personal information. We shall maintain a record of release of individually identifiable personal information to third parties so that the information disclosure can be accounted for and made available to individuals who requests an accounting. The record of release of individually identifiable personal information shall include the date, reason, name, address and contact information of the entity that received the released individually identifiable personal information. We may temporarily suspend the accounting of

any disclosure when requested to do so pursuant according to request of law enforcement officials or legitimate legal authorities.

9. Restriction on Use or Disclosure

Individuals have the right to request our church to restrict use or disclosure of their individually identifiable personal information. We have no obligation to agree to the request, but if we do, we will comply with our agreement (except in appropriate emergency, law enforcement, or legal authority situations). We may terminate an agreement restricting use or disclosure of individually identifiable personal information by a written notice of termination to the individual.

10. Alternative Communications

Individuals have the right to request us to use alternative means or alternative locations when communicating individually identifiable personal information to them. Our church will accommodate a person's request for such alternative communications if the request is reasonable and in writing. Our church will inform the person of our decision to accommodate or deny such a request.

11. Staff Training and Management

Our church may provide training for all workers in these Privacy Policies and Procedures, as necessary and appropriate for them to carry out their functions. Our church may ask workers to acknowledge that they have received and read a copy of these Policies and Procedures. Our church may develop, document, disseminate, and implement appropriate discipline policies for those who violate our Privacy Policies and Procedures or other applicable federal or state privacy law.

12. Complaints

Our church may implement procedures for individuals to complain about our compliance with our Privacy Policies and Procedures. We may also implement procedures to investigate and resolve such complaints.

13. Data Safeguards

Our church may have reasonable and appropriate administrative, technical, and physical safeguards in place to ensure the integrity and confidentiality of the individually identifiable personal information we maintain. Our church may take reasonable steps to limit incidental uses and disclosures of individually identifiable personal information.

14. Documentation and Record Retention

Our church will maintain in written or electronic form all documentation required.

15. Changes to Privacy Policies & Procedures

Our church may change these Privacy Policies and Procedures.

16. Law Compliance

Our church will comply with any and all Federal or State privacy laws that has jurisdiction over our church. We will cooperate with any compliance review or complaint investigation by proper and rightful law enforcement entities or legal authorities, while preserving the rights of our church.

17. Designated Personnel

Our church may designate a Privacy Officer and/or other responsible persons to enforce and oversee privacy related matters.

Chinese Christian Church of Columbia Notice of Privacy Policy:

Information we gather: Information we gather is for the purpose of conducting business and facilitating ministry of the church and her activities. Generally information we gather includes but not limited to the followings: name, phone number, address, birth date, e-mail address, whether Christian or not, membership status, date of membership status changes, etc. for the purpose of maintaining membership roll, meeting minutes, publishing activities coordinators, attendance records, directory, web sites, etc.

Information we disclose or share: We do not disclose information nor do we share information with other entities. Biographical or events related media information may be

published in directory, bulletin, web site, or other media. You have a right to instruct us to not publish or disclose such information. Such request may preclude us from serving you or preclude you from serving in certain capacity. Financial information is never disclosed to any party other than the treasurer who by necessity has a need to have access to the information for record keeping and tax documents preparation. We may release information to legal authorities with lawful and proper jurisdiction over such matters.

Minimum disclosure: We attempt to disclose a minimum amount of information to a minimum number of people for the particular purpose or activity. For example, only your name is include in the bulletin if you are involved in a function. Only your name and phone number are included in the listing as fellowship group coordinators so that you may be reached by those who has a need to reach you.

Right to inspect and correct information collected: You have a right to inspect the information we collected on you. You may instruct us to correct erroneous information.

Right to instruct us to withhold information: You may instruct us to not publish your information, such instruction is to be in writing. In order to honor your request, we may be unable to serve you or allow you to serve in certain capacities.