NLCC PERSONAL INFORMATION COLLECTION AND STORAGE

Membership and Baptism Files

What we collect:
Name, phone number, email address, home address, gender, birthplace, birthday, church attendance history, personal testimony, marital status.
Membership attendance records for member meetings twice a year.

How we collect:
Initial registration is collected through our database (basic profile). Follow up applications are submitted through Jotform.

Where we store information:
Following submission, applications are deleted from Jotform and a PDF copy is downloaded and stored in our database along with basic profile information connected to the applicant's profile.

NLCC Kids Registration

What we collect:
Parent's name, phone number, email address, home address.
Child's name, gender, birthday, grade and school.
Attendance records for events and programs.

How we collect:
Information is collected through our database software.

Where we store information:
Stored in our database.

NLCC Youth Registration

What we collect:
Parent's name, phone number, email address, home address.
Child's name, gender, birthday, grade and school (optional: email, phone number, Instagram handle).
Attendance records for events and programs.

How we collect:
Information is collected through our database software.

Where we store information:
Stored in our database.

Adult Registrations

Including but not limited to:
- Courses (Alpha, Freedom Session, Marriage Course, Precepts)
- Networks (Men's, Women's, Young Adults, 55+, Young Adults)
- Support Groups (DivorceCare, Journey with Me, Living Well, Bereavement Journey)
- Life Groups

What we collect:
Registrants name, phone number, email address, age category, food allergies.

Event attendance is frequently collected.

How we collect:
Information is collected through our database software.

Where we store information:
Stored in our database.

Giving Information

What we collect:
Donor name, home address, phone number, email address, giving number, giving method, fund, donation amount.

How we collect:
Information is collected whenever a donation to the church is made.

Where we store information:
Stored in our database.

US Data Storage

North Langley Community Church uses Planning Center to manage the information technology requirements of the church. It was chosen after much research and is considered "best of breed" for church management software.

Although it is developed and maintained by an American company, it is heavily used in both the United States and Canada. The software uses "Cloud" architecture for the data, which is a growing trend in the software industry. This entails having our data stored off-site, in servers located in the United States. Cloud storage has the advantage of providing NLCC with secure, uninterrupted access to its data, without having to build expensive infrastructure to support and manage it. The one challenge to this data storage solution, is that the financial and demographic information of those that give and volunteer at NLCC, is stored on servers in the United States. Due to the USA Freedom Act (which replaced the USA Patriot Act) in that country, the U.S. government could ask for and be granted access to this information.

NLCC recognizes its responsibility in ensuring that it is a diligent steward of the information entrusted to us. It is important to note:

1. NLCC is in compliance with all data security regulations, instituted by both the Federal and Provincial Governments. Although the B.C. government recommends that B.C. companies and organizations store their Cloud data in Canada, there is no legal requirement to do so (see Personal Information Protection Act or "PIPA" – link below)
2. NLCC has strongly expressed to Planning Center that Canadian data should be stored in Canada. Although currently they do not have such a solution, we continue to strongly encourage them to provide it to their Canadian clients.
3. Planning Center has never had a request from the US government to grant access to information, since its launch in 2007.
4. This issue has been discussed by the Risk Management Committee and Elder Board of NLCC.

NLCC deeply cares about privacy and data security. Any further questions about this topic can be addressed to me or Matt Keller.

Sincerely,

Dean Hiebert, Elder

For more information

PIPA: http://www.bclaws.ca/civix/document/id/complete/statreg/03063_01

BC Guide to PIPA: https://www2.gov.bc.ca/assets/gov/business/business-management/protecting-personal-information/pipa-guide.pdf