



Windsor Park Baptist Church

Personal Information Form



Why do we collect your information?

Completing this form will record you as part of the Windsor Park faith community and will help us get some useful information about who we are as a community.

Will my information be safe?

Yes, we do everything we can to protect your privacy. See our Privacy Policy on the back of this page.

Your details

Person 1

Title Mr Mrs Miss Ms Other

First name Surname

Gender Male Female Date of birth

Baptised Yes No Marital Status

Contact information

Home Phone ()

Work Phone ()

Mobile Phone ()

Email address

Physical address *(please include postcode if you know it)*

Code:

Postal address (if different to above)

Code:

Person 2

Title Mr Mrs Miss Ms Other

First name Surname

Gender Male Female Date of birth

Baptised Yes No Marital Status

Contact information

Home Phone () Mobile Phone ()

Work Phone () Email address

Children

Are you a parent (with children under 18) No Yes (if yes, please provide their details)

First Name	<input type="text"/>	Surname	<input type="text"/>
Date of birth	<input type="text" value="dd/mm/yyyy"/>	<input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> School year
First Name	<input type="text"/>	Surname	<input type="text"/>
Date of birth	<input type="text" value="dd/mm/yyyy"/>	<input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> School year
First Name	<input type="text"/>	Surname	<input type="text"/>
Date of birth	<input type="text" value="dd/mm/yyyy"/>	<input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> School year

(If you have more than 3 kids, please attach another form)

I certify that the information provided is accurate to the best of my ability.

I have read and understood the Privacy Policy (printed below).

I understand that Windsor Park Baptist Church will use this information as my primary database record and that I am responsible for keeping my contact details up-to-date.

_____ (Sign)

You made it! Thanks a bunch.

Privacy Policy

Windsor Park Baptist Church has created this privacy policy in order to demonstrate our firm commitment to privacy. This policy discloses our information gathering and usage practices, particularly in regards to the function of the Windsor Park Baptist Church database (Infoodle).

Use of your information

Windsor Park Baptist Church will not at any time sell, rent or share your personal information to, or with, third parties. We will, however, release personal information to authorities to comply with the law as and when required. Only Windsor Park Baptist Church staff members will be able to access personal records for the sole purpose of carrying out their duties.

Email and Communications

Communications It is the policy of Windsor Park Baptist Church to communicate with our database via letter, email or text at various times. We will cease communicating with you on your request. Windsor Park Baptist Church regularly sends e-newsletters to our database - each broadcast contains clear instructions for unsubscribing at any time. We encourage people to contact us at any time with questions, comments or concerns.

Personal Information Form

Our Personal Information Form requires people to provide Windsor Park Baptist Church with contact details and some demographic information. This information will form the basis of a personal database record and the contact details provided are used to get hold of people when necessary. We may also use the info provided to verify an identity. In time, limited contact details may be used to establish a church directory and/or business directory, but only with a person's given consent. If you send us personal correspondence in writing, such as emails or letters, or if other users or third parties send us correspondence about you, such information may be appended to your personal record.

Updating your Contact Info

Windsor Park Baptist Church provides you with ways in which you can update and manage your personal contact and profile information such as writing to us via email or post.

Personal Information Removal

If you wish to have your details removed from our database for any reason (i.e. you are no longer attending Windsor Park, you are moving away), simply write to us at Personal Information Admin, PO Box 65-385, Mairangi Bay 0754 requesting to have your records expunged.

Cookies

Our website routinely saves 'cookies' (small files holding your user preferences and form data) into a browser-related file on your harddrive. To clarify, whenever you login and fill out a form and you find the form auto-completing your details for you, it's because your info has been saved in a 'cookie'. Our cookies are safe, expire after a certain amount of time, do not provide Windsor Park (or any other party), with any personally identifiable info and can be turned off at any time in your browser settings.

Technical data

Individuals who login to the website will have their IP addresses routinely recorded. We are required to access this data if we have to provide info to legal authorities in cases of suspected fraud or abuse. IP addresses can be used, in conjunction with official assistance from an Internet Service Provider (ISP), to pinpoint a specific user's activity. This data is stored securely and will not be provided to other persons or non-authorised parties.

Changes to this policy

From time to time, we will make changes to the Windsor Park Privacy Policy. We reserve the right to change this policy at any time. We will notify site users of any changes to the Privacy Policy. At all times, we will endeavour to protect the information provided by our people.

If you have any questions about our Privacy Policy, belonging to Windsor Park Baptist Church or any other matter, please contact us at any time - info@windsorpark.org.nz