

Hong Kong Baptist Church
Personal Information Collection Statement
(applicable to members and congregants)

The Purpose of our Church

1. The Hong Kong Baptist Church (“our Church” or “we”) is committed to the great commission entrusted by our Lord Jesus Christ to bear witness to the Lord, preach the Gospel, lead people to the Lord, shepherd believers, protect the Truth, connect the members, worship and serve the true God, and spread the Gospel, promote the Lord's Way and practise the spirit of the New Testament Church through various ministries of education and charity.
2. One of the fundamental beliefs of our Church is that “the church was established according to the New Testament norms, so it is called the New Testament Church. A church is a spiritual group in a location formed automatically by believers who are baptized. They honor Jesus Christ as their head, and all members have equal rights and status. The affairs of the church are governed by referendum under the sovereignty of Jesus Christ”.
3. God reconciled us to Himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to Himself in Christ, not counting their sins against them. And He has committed to us the message of reconciliation. (2 Corinthians 5:18-19)
4. We are members of God’s household, built on the foundation of the apostles and prophets, with Christ Jesus Himself being the chief cornerstone. In Him, we are joined, growing together, becoming a holy temple in the Lord, and being built together to become a dwelling in which God lives by His Spirit. (Ephesians 2:19-22)

Your Personal Data

5. “Members” refer to brothers and sisters who have joined our Church and our chapels in accordance with our Church’s Constitution. The “Congregants” are those who seek the way and the Gospel was shared, participating in our Church’s worship, prayer meetings, Sunday school, gatherings, Bible study classes, evangelism, trainings, various ministries including but not limited to charity, care and student aid work, and the activities of the service center, and those who are served. This Statement collectively refers “members” and “congregants” as “you”.
6. In order to promote the various ministries of our Church, care for and pastor the members and congregants, we will at different times and under different circumstances (for example, registration and application for various gatherings,

pastoral programs, activities, meetings and worship services, membership applications, interviews, visit, connection by phone, WhatsApp, messaging apps and online, record collected by our Church's website server, Facebook, Instagram, YouTube and other public channels) collect your personal information and related details. We may generate and compile information about you. The amount of information concerning you depends on whether you are a "member" or a "congregant", and the information may include but is not limited to the following: your full name, username, address, email address, telephone number, contact information, contact records, prayer items, your birthday, gender, nationality, family members, ID number, occupation, record of baptism, transfer in or transfer out, health and medical history information, counseling information and records, bank account number, tithing or donation information, your photo, testimony, articles, etc. All these information is collectively referred to as "Personal Data".

7. The purpose of collecting your Personal Data is to implement the purpose of our Church and to carry out the various work and activities described in paragraph 9 below. During the collection, you may choose not to provide such information to our Church but it may affect our ability to effectively provide and carry out the care and pastoral work and services to you if you do not provide the necessary information and details.
8. We respect the privacy of personal data and implement and comply with the data protection principles and the requirements of the Personal Data (Privacy) Ordinance (Cap 486). We will provide you with the Personal Information Collection Statement in an appropriate form and method (e.g., providing the statement on the form or webpage that collects personal data, or post a relevant notice at our Church's reception desk).

Purpose of collecting and using your Personal Data

9. We collect your Personal Data and will use it for one or more of the following purposes:
 - i. processing of the information about your participation in various gatherings, activities, meetings, worship services, prayer meetings, pastoral programs, Sunday school, Bible study classes, evangelism, training, various ministries, etc. or record of baptism, transfer in, joining our Church, transfer out, application for charity and to establish and manage relevant records of the aforesaid;
 - ii. caring for and providing pastoral care to you through email, WhatsApp, messaging apps, mail, fax, phone, visit, interview or other contact;
 - iii. arranging for you to participate in our fellowship, cell group, and women's department to promote in-depth fellowship among brothers and sisters and supporting each other and encouraging each other to practise the Truth in daily life and receive training from our Church;

- iv. building your spiritual life and arranging for you to participate in various service opportunities in our Church to build God's house together;
- v. notifying you to attend various gatherings, pastoral programs, activities, meetings, worship, prayer meetings, Sunday school, Bible study classes, evangelism, training, various ministries;
- vi. recording your pledges, tithing or donations and issuing receipts for your pledges, tithing or donations;
- vii. recording your prayer requests and arranging for the pastoral team or intercessors to pray for you or the person or thing you named;
- viii. designing and providing a pastoral care plan suitable for you according to your current situation and needs, and promoting effective care and pastoral care;
- ix. processing your opinions and proposals to our Church;
- x. identification and verification when answering your inquiries;
- xi. providing you with the latest developments, activities and news of our Church;
- xii. allowing you to use the online services provided by our Church's website and/or other telecommunication channels;
- xiii. any other purpose with your consent;
- xiv. abiding by our Church's Constitution and complying with the requirements of the Inland Revenue Ordinance (Cap 112), financial management and other relevant laws; or
- xv. for purposes related to the above or any other incidental or related purposes.

Users of your Personal Data

10. In order to achieve the purposes detailed in paragraph 9 above, the following persons may have access to your Personal Data according to their position or needs which are directly related to the above purposes:
 - i. the senior pastor, pastoral team and administration staff of our Church;
 - ii. pastors, pastoral teams and administration staff of our Church and chapels;
 - iii. deacons of our Church; and
 - iv. volunteer leaders appointed by our Church and chapels (e.g. cell group leaders, fellowship instructors, Sunday school teachers, department staff) and members of various departments of our Church.

11. About the use of cookies: when you browse our Church's website, Facebook, Instagram or YouTube, some cookies will be stored on your computer's browser to record the font size you have selected and to check the security of online forms (i.e. the test by entering the verification code displayed on the screen) or in accordance with the terms you have agreed with Facebook, Instagram and YouTube. You can choose not to accept cookies; however, if you do not accept them, our Church's website, Facebook or YouTube may not automatically display the font size you have selected and you may not be able to submit any online

forms. Our Church's website, Facebook, Instagram and YouTube do not collect your Personal Data through cookies.

12. Visitor statistics to our Church's website, Facebook, Instagram and YouTube: When you visit our Church's website, Facebook, Instagram and YouTube, we record the number of visitors. Our Church's website server, Facebook, Instagram and YouTube also record your visit information, including your IP address (and domain name), browser type and settings, language settings, geographic location, operating system, previously visited websites, and time/period and pages visited (web server visitor log). We use these web server visitor logs to maintain and improve the operation of the website. For example, to determine the best website resolution, find out which web pages are most visited, etc. This information is only used to improve and optimize the website. We do not, and do not intend to, use visitor information for personal identification purposes.
13. Our Church's internal IT system is developed and maintained by our internal staff and a local third-party service provider. The third-party service provider cannot access the personal data in the IT system of our Church, except when performing troubleshooting and under the supervision of our Church's staff. All of our Church's service providers are bound by contract to keep all information they have come across confidential in order to protect such information from unauthorized access, use and retention.

Statement on whether we will transfer your Personal Data

14. If it is not required by law and in accordance with the order issued by the court or to comply with the necessary requirement of the law, our Church will not provide your personal data to any third party for other purpose without obtaining your prior consent.

Keep your Personal Data safe

15. We will take reasonable steps to protect your Personal Data from unauthorized access, use, modification or disclosure.

Data Retention

16. The various types of personal data collected and held by our Church are kept for different periods of time. The time period to retain your Personal Data will not be longer than is necessary for the fulfilment of the purpose for which they are or are to be used.

Your rights and contacting us

17. You have the right to access, request correction or deletion of the personal data we hold about you. For enquiries and requests, please contact us at the following address:

Secretary General

Hong Kong Baptist Church

50 Caine Road, Mid-levels, Hong Kong

Review and Revision

18. Our Church will review the above statement regularly to ensure that it keeps pace with the times. This statement may be amended from time to time as necessary. You can always visit our Church's website at <http://hkbc.org/pdp> to access our latest "Personal Information Collection Statement".