

## **PRIVACY POLICY**

The confidentiality of personal information shared during Beginning Experience programs has been important to us from the day the ministry was founded in 1974. Thus small or large group personal sharing is not recorded or retained in any form, nor is it repeated outside the room in which it is shared unless the safety of the individual or the integrity of the program is at issue. Disclosure of a participant's imminent risk of harm to self or others, or disclosure of abuse of a minor or elderly person, may be reported to local authorities as required by law. Nothing in this policy is intended to prevent disclosure where disclosure is required by law.

Protecting the privacy of your personal contact information and demographic data about you is equally important to us. By informing you of our policy regarding your personal information, and helping you understand that policy, we can provide the best service possible to you and to others who need this ministry.

The Beginning Experience International Ministry, Inc. must also ensure that the legal requirements addressing the privacy of individuals are met at the local, regional and international levels. This policy represents the minimum requirements for *Beginning Experience* teams. In certain instances, Beginning Experience International Ministry, Inc. may empower a local or regional board to develop and implement additional procedural guidelines which, when approved, ensure that legal requirements in a particular state or country are met. Such additional approved procedures are binding for that team or for local teams within that region.

### **Information we may collect and how it may be used**

The personal information or data we collect and the way we use it varies with your connection with the ministry.

- If you are inquiring about a *Beginning Experience* program we collect and use your personal contact information to communicate with you about our programs and when and where they are available. The information we may collect includes your name, address, phone number and e-mail address.
- If you register for one of our programs, we collect and use additional information to ensure that you have the best experience we can offer. This information may include your marital status, your date of birth, your gender, your religious affiliation, and your parish or church. This information helps us form appropriate sharing groups for the program. Health and emergency contact information alert us to any special needs you may have. If you are registering someone for a program for children or teenagers, we collect contact information about parents, siblings and/or guardians, as well as the parent's marital status.
- Once you have completed one of our programs, we use your information to communicate with you about additional programs, ministry events in which you may be interested, or opportunities to serve the ministry if you wish to reach out to help other hurting people.
- We may also ask you to voluntarily provide additional information to include in an anonymous statistical profile of the ministry and those it serves. This profile is used for

such purposes as grant writing, reaching people like you who also need the ministry, and identifying others who need the ministry but whom we are not currently reaching.

- If you are a team member or accept a leadership position in the ministry, we collect information to help us communicate with you about your role as a member of the team, about your leadership responsibilities or to help us meet the ministry's leadership needs.
- If you are a former team member or if it has been more than a two years since you last participated in a ministry program, we may communicate with you about selected programs or events in which we believe you may have an interest either for yourself or for someone you know, or to inform you about general developments in the ministry.

If you no longer wish to be connected with the ministry, you may contact us in writing to sever that connection.

### **How we collect information**

We collect information about you in several ways. For example, we ask for your contact information when you correspond with us by mail or e-mail, call us, register for a program or event, or accept a team membership or leadership role. You have access to the information we have about you by contacting your local team, the Asia Pacific Regional Board president, the Great Britain and Ireland Regional Board president, or the International Ministry Center, and you may update that information at any time.

### **Information we share**

Your information may be shared for communication and administrative purposes within the ministry, but only with those leaders or employees who require access to such information in order to fulfill their volunteer leadership or employment responsibilities. Your information is never sold or rented, nor is it provided to persons or organizations outside the ministry unless required by law or unless they are contractually performing a service on our behalf (mailing services, for example). We expressly require any person or organization providing such services on our behalf to protect the confidentiality of the selected information provided in order to perform the service.

### **How your information is protected**

The security of your information is safeguarded with physical, electronic and managerial procedures. For example, health information to meet special needs you may have during a specific program is shredded when the need for the information is past. Our electronic records are protected by industry standard electronic security. Unless you specifically give permission to share your information with other program participants, access within the *Beginning Experience* ministry is limited to those leaders or employees who have a legitimate need for the information in order to serve you and to serve the ministry.

***If you have questions or concerns about this policy, you may contact your local team, the Asia Pacific Regional Board president, the Great Britain and Ireland Regional Board president or the Executive Director.***