

Privacy statement

Brunstad Christian Church

PART 1 - GENERAL PART OF THE PRIVACY STATEMENT

1 INTRODUCTION

Personal data are pieces of information that can be linked to you personally. This includes your name and contact information, but also many other types of information that can be directly linked to you. It is important to Brunstad Christian Church (hereinafter referred to as 'BCC') that you as a member are aware of what types of personal data we process, so that you can safeguard your rights pursuant to the data protection legislation.

We will update this privacy statement regularly to accommodate changes in our processing, any changes to the website, changes to statutory requirements or other changes. Information about any major changes will be provided on our website bcc.no.

2 PROCESSING RESPONSIBILITY

BCC is a joint controller with its local churches and therefore shares responsibility for deciding the purpose and means of the processing of the personal data of our members. BCC has primary responsibility for the processing of personal data carried out by BCC, while the local churches that process personal data have corresponding responsibility.

If you have any questions about this privacy statement or the assessments we have made, you can contact us at personvern@bcc.no.

For more information about key concepts in the Personal Data Act, see the section 'Definitions'.

3 HOW WE PROCESS PERSONAL DATA

BCC provides a number of services to its guests and other parties who come into contact with us. These services are described in the chapter 'Overview of what data we process'.

When you use one of BCC services, we only store the personal data that are necessary to be able to offer you the service in question. We do not use the information you give us for other purposes without obtaining your active consent.

We will never sell your personal data to others, and we erase data we no longer need. For security reasons, personal data are securely stored. When you provide us with your personal data by using one of our services, BCC is responsible for their processing. Our employees have signed a declaration of confidentiality. If we use online services or other companies to do parts of the job for us, we always use data processing agreements that ensure that your personal data are processed in accordance with your rights and the content of this privacy statement.

Under Norwegian law, we are obliged to report certain information to the authorities. Examples include information about donors entitled to a tax deduction and members for which we apply for state funding. If so ordered by a court of law, we are also obliged to give the police access to our systems.

You can find detailed information about the data we store and how we process them in the overview of services in part 2 of this privacy statement.

4 HOW WE COLLECT DATA

We mainly process data about you if:

- You are registered as a member of one of BCC's local churches.
- You are registered as a participant in one of BCC's affiliated local churches.
- You are registered in connection with a wedding ceremony conducted by a member of BCC that is authorized to perform marriages.
- You have sent us feedback or an enquiry
- You have requested access
- You have applied for a job with us
- You wish to make a donation to BCC.
- You are registered as a service provider or a volunteer.

We can also receive data about you from other parties if:

- A non-conformity report contains information about you
- A complaint or notification contains information about you
- A job seeker has listed you as a reference

5 SECURITY MEASURES

BCC has implemented suitable and sufficient security measures to safeguard protection of the individual's privacy in accordance with the data protection legislation's requirements relating to data security.

6 YOUR RIGHTS

You can exercise your rights by contacting us. See the 'Contact us' section for more information. You are entitled to a response without undue delay, and within 30 days at the latest.

6.1 WITHDRAWAL OF CONSENT

In cases where the processing of your personal data is based on consent, you can withdraw your consent at any time, for example by logging in to your user profile, changing the settings for the service, or by contacting us.

6.2 ACCESS TO YOUR OWN DATA

You can request access to see what personal data BCC is processing about you.

6.3 CORRECTION OF PERSONAL DATA

You have the right to request that we correct or supplement inaccurate or incomplete information about you. If you have created a BBC user profile in BCC's member portal, you can make changes via 'My page'. See also the separate description of 'My page'.

6.4 ERASURE OF PERSONAL DATA

In certain situations, you have the right to request us to erase information about you. Read more about the right to erasure on the Norwegian Data Protection Authority's website.

6.5 HOW TO CHANGE YOUR REGISTRATION

In the member portal, you can see an overview of the data stored about you in our central systems. You can also change your consents and update the information stored about you. You can also contact the membership administrator of your local church to have your personal data changed.

6.6 OTHER RIGHTS

Please contact us if you think that we have registered inaccurate personal data about you, if you wish to object to your personal data being processed or if you have experienced something that you believe is a breach of the data protection regulations. See the 'Contact us' section. You can also file a complaint against our processing of personal data with the Data Protection Authority.

7 CONTACT US

Do you have any questions or wish to contact us? You are entitled to a response to data protection requests, and we will do our utmost to follow you up in a satisfactory manner.

Postal and office address

Org. no: 979 961 073

Brunstad Christian Church

Postal address: Vålerveien 159, NO-1595 Moss

Email address:

Email: personvern@bcc.no

PART 2 – OVERVIEW OF WHAT DATA WE PROCESS

8 MEMBERSHIP REGISTER

What data we store and why

‘Members’ is BCC’s membership register and contains information about the name, contact information, date of birth, gender and family relationships of persons connected to the BCC religious community, either as a member of BCC or as a participant in one of BCC’s associated local churches outside Norway. ‘Members’ also contains an overview of all the local churches affiliated to BCC.

The local churches’ membership administrator is responsible for registering members in the membership register. The purpose of processing these data is to be able to carry out tasks relating to the administration of memberships, including keeping in touch with members, sending out invitations to events and in connection with applications for public subsidies.

Our basis for processing personal data for this purpose is the General Data Protection Regulation Article 6(1)(f) and Article 9(2)(d), which both concern legitimate interests and the legitimate activities that BCC is carrying out in this connection. Also see the separate section on ‘My page’.

How long will the data be stored?

In accordance with Section 2 of the Act relating to Religious Communities, the information about members we are obliged to report to the County Governor in connection with state funding shall not be erased. The contact information of Norwegian members who wish to leave BCC will be erased. In the case of participants connected to local churches outside Norway, all information will be erased if the participant so requests.

9 MEMBER PORTAL

What data we store and why

All active members also have access to BCC’s member portal.

BCC’s member portal gives access to information that is published for all members and participants. This includes information about events and activities, as well as access to literature.

It will be possible to search for your contact information, and your date of birth will be available if you have consented to this. Photos where you can be recognized may also be used. The purpose of this is to provide relevant information to members, and to make it easy to find contact information.

Our basis for processing personal data for this purpose is the Personal Data Act Article 6(1)(a), which concerns consent. Also see the section ‘My page’.

How long will the data be stored?

Articles and information in the member portal that contain personal data will normally be erased when they are no longer relevant.

10 MY PAGE

What data we store and why

BCC' member portal has a 'My page' solution that all members/participants who so wish can access by means of a personal user name and password.

The purpose of 'My page' is to give members access to data registered about themselves in the membership system and allow them to correct/update them as required. Our basis for processing personal data for this purpose is the General Data Protection Regulation Article 6(1)(f) and Article 9(2)(d), which both concern legitimate interests and the legitimate activities that BCC is carrying out in this connection.

You can also choose to share your name, contact information, family relationships and local church affiliation with other enterprises with which BCC cooperates. Our basis for processing personal data for this purpose is the **consents** you have provided. You can find an overview of these consents under 'My page' in the member portal.

How long will the data be stored?

User names and **passwords** will not be erased unless the member (user) him/herself so desires and contacts BCC. The email address of members who wish to leave BCC will be removed and they will no longer have user access.

If you withdraw your consent to share data with others, BCC will stop sharing them and notify the enterprise with which BCC has shared the data that it must erase them.

11 REGISTRATION

What data we store and why

BCC uses a joint system for registering for national and international events which is available to all members.

When members register for events, data from the membership register are used in addition to the information that the members themselves provide when they register. The data are shared with the facility provider so that it can deliver the agreed services in terms of security, parking, activities and accommodation.

Our basis for processing personal data for this purpose is the Personal Data Act Article 6(1)(b) which concerns cases where processing is necessary for the performance of a contract to which the data subject is party.

How long will the data be stored?

Data about registrations are erased once the event is over.

12 STREAMING SERVICE

What data we store and why

Many of BCC's events are filmed and shared with members worldwide via a streaming service. For such events, steps are taken to ensure that persons who do not wish to be identified are not filmed. Persons who accept being recognized must consent to this when they register for the event.

The video material may also be made available for viewing in full or in part after the event.

Our basis for processing personal data for this purpose is the Personal Data Act Article 6(1)(a) and Article 9(2)(a), which require the data subject to have given explicit consent to the processing of their personal data for one or more specified purposes.

How long will the data be stored?

Archived recordings will normally not be deleted. Data from the streaming service will be deleted once the transmission has ended.

13 MARRIAGE RECORDS

What data we store and why

As a registered religious community, BCC is authorized to perform marriages, and its officiants are obliged to keep the original version of the form 'Certificate of no impediment/ notification of marriage/ record of marriage' which is filled out in connection with weddings. The original version of this form constitutes the record of the marriage and is kept by the officiant and stored in chronological order in a separate binder for safe storage.

Our basis for processing personal data for this purpose is legal obligations under the Act relating to Religious Communities and the Marriage Act.

How long will the data be stored?

Marriage records will not be erased or removed.

14 WHISTLEBLOWING CASES

For more information about this service, see varsling.bcc.no.

15 EMAILS

What data we store and why

We use emails in the performance of our work.

Emails sent to joint email addresses (non-personal) are handled by a ticketing system. Security functions protecting against unauthorized access are used for all receiving and storage of emails.

We recommend that you do not send us sensitive information directly via email. If we need such information in order to process your case, we will request it later.

Our basis for processing personal data for this purpose is legitimate interests. The legitimate interest consists of being able to carry out tasks on behalf of / answer enquiries from members, employees and others. For these purposes, email history and email addresses must be stored for as long as they are deemed necessary to the enquiry.

How long will the data be stored?

Emails we receive are deleted when they are no longer necessary to our day-to-day work. In practice, this means that such emails shall normally not be stored for longer than two years.

16 DONATIONS AND DONOR SERVICES

What data we store and why

BCC has made it possible for individual members to give donations to BCC directly via BCC's digital donor service or via the VIPPS app.

When someone makes a donation via BCC's digital donor service, personal data are obtained from the membership register and stored together with data about the donation. If the person wants a tax deduction, his/her date of birth and Norwegian national ID suffix must be registered in the membership register.

Our basis for processing personal data for this purpose is legitimate interests. The legitimate interest consists of being able to carry out tasks on behalf of the data subject.

How long will the data be stored?

BCC complies with the principles of the Bookkeeping Act regarding storage of records of donations. We erase such records five years after the donation was made.

17 PRODUCT DEVELOPMENT AND IMPROVEMENT

What data we store and why

BCC uses analysis tools to understand more about the use of our solutions. We also use tools to obtain feedback from users that store their user ID, name and email address. The data obtained by means of such tools are used exclusively for the purposes of product development and improvement.

Our basis for processing personal data for this purpose is legitimate interests. The legitimate interest is to be able to have the documentation necessary to improve the solutions we offer our users.

How long will the data be stored?

Feedback from users are erased when it is no longer relevant.

18 JOBSEEKERS

What data we store and why

If you apply for a job with BCC, we need to process information about you to be able to consider your application. The recruitment process entails processing the data you provide to us in the documents you send us, including your application, CV, diplomas/certificates and references. In addition to interviews, BCC may also carry out its own investigations, typically by talking to the job seeker's references.

Our basis for processing personal data for this purpose is legitimate interests. The legitimate interest is to be able to have the documentation required to assess the data subject's application.

How long will the data be stored?

Job applications are stored at BCC and erased within six months. Exceptions to this rule are agreed on a case-to-case basis.

19 DEFINITIONS

By **data protection** is meant statutory protection of your right to privacy and your personal integrity. This includes protection of your right to influence the use and dissemination of personal data about you.

By **person** is meant a living identified or identifiable natural person.

By **personal data** is meant information and assessments that can be linked to you as a person. Examples include your name, address, phone number, email address, IP address, vehicle license number, photos and personal ID number (your date of birth and national ID suffix). Information about behavioral patterns are also defined as personal data. Examples include information about what TV shows you watch and your location. Sensitive personal data are information about your racial or ethnic origin, your political opinions, philosophical or religious beliefs, health, sex life and any information that you have been suspected of, charged with, indicted for or convicted of a criminal act, as well as trade union membership.

By **processing** of personal data is meant any operation performed on personal data, such as collection, recording, structuring, storage and dissemination.

By **data controller** is meant the entity that is responsible for the processing of personal data and that determines the purposes and means of the processing of personal data.

Personal data may only be processed for specified, explicit and legitimate **purposes**.

A **data processor** is the entity which processes personal data on behalf of the data controller.

A **data processing agreement** is an agreement between the data processor and the data controller about how personal data are to be processed.

By **basis for processing** is meant the statutory basis for processing personal data. BCC uses one of the following bases for processing:

- the data subject has given **consent** to the processing of his or her personal data, cf. the General Data Protection Regulation Article 6(1)(a)
- processing is necessary for **the performance of a contract** to which the data subject is party, cf. the General Data Protection Regulation Article 6(1)(b).
- processing is necessary for the purposes of the **legitimate interests** pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, cf. the General Data Protection Regulation Article 6(1)(f)

By **consent** is meant a freely given, specific, informed and unambiguous active statement from you that you accept the processing of the personal data provided. Consent can be withdrawn at any time.

BCC may process personal data if it is necessary for the **performance of a contract** to which you are a party. The same applies to cases where the processing is necessary to implement measures that you have requested before the agreement was signed.

BCC can process personal data that are necessary for the purpose of pursuing a **legitimate interest** that overrides the interest of the protection of the data subject's privacy. BCC only uses this basis for

processing if the infringement on your privacy is very slight and if the advantages outweigh the disadvantages.