



HOPE RIDGE CHURCH PRIVACY NOTICE

Hope House Ministries (PBO 930061196)

and

Ridgeway Ministries (PBO 9300002602)

Trading as: Hope Ridge Church

Introduction:

To carry out our Vision and Mandate, Hope Ridge Church (hereunder referred to as “Hope Ridge” needs personal information relating to both individual and juristic persons.

This Privacy Notice serves as a general notice to the public informing them of Hope Ridge Church’s commitment to Privacy Protection within its day-to-day functioning. This notice forms part of Hope Ridge Church’s websites’ terms and conditions. It seeks to explain how Hope Ridge Church may use Personal Information collected from you when you use our website. If you do not agree with any terms of this POPI notice, you must cease your access of this website immediately.

Who we are:

Hope Ridge Church consists of two Public Benefit Organisations collaborating together as one entity: Hope House Ministries (PBO 930061196) and Ridgeway Ministries (PBO 9300002602).

Hope Ridge is all about helping people experience authentic hope and live it out in practical ways in the world.

Our church started as two communities – Ridgeway Church in Rivonia, and Hope House Church in Centurion. We are now one united church collaborating as Hope Ridge.

We are a Christ-centred church that seeks to help all people experience the life-changing hope of Christ and then to walk with them in living out fullness of life in Him as they go on a journey of discipleship, in community, to discover their full potential in God.

We endeavour to reach out to others as a community empowered and ignited by the hope of Christ.

The type of personal information we collect:

We currently collect and process the following information:

- For congregation members and prospective congregation members: personal identifiers, contact information (for example, name and surname, and contact details such as your telephone number(s) email and physical address).
- We also keep significant dates, such as birthdays and anniversaries of our congregation members.
- We keep a record of courses, workshops and other church activities attended by participants.
- For ministry partners: identifiers, contact information (for example, name and surname, and contact details such as your telephone number(s) email and physical address).
- For marriages we collect all the information we are required by law to collect such as your personal identifiers, your Identity Number, Gender and Ethnicity.
- For baptisms and children's dedications we collect personal identifiers of the parents and minor children (where applicable).

How we get the personal information and what we use is for:

Most of the personal information we process is provided to us directly by you. Where lawful and reasonable, we may collect Personal Information about you from third parties and publicly available sources.

We collect your Personal Information, for one of the following reasons:

- To engage in a ministry relationship with you or serve you as a member or attendee of our church.
- To provide information about our church resources, information or content to you.

We store your Personal Information for one of the following reasons:

- Attendance registration for courses and events
- Membership records
- The celebration of spiritual events such as the dedication of a child, marriage, or water baptism;
- Legal reasons such as marriage registrations and clearance certificate applications and/or;
- To carry out other organisational functions such as Payroll functions, Property functions and Financial functions with business partners and contractors.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Partners, spouses and parents who sign up for courses, events or newsletters.
- Business references and contacts from previous business engagements.
- We may passively collect information from your website usage and store that information on our server logs, including your internet protocol address (“IP address”), browser type, operating system, device identifier, device model, software version, or mobile or ISP carrier information.

- We also use Cookies and other technologies to collect information about your visit to Hope Ridge Church website, such as the date and time of your visit, the information you searched to find Hope Ridge Church website, or your activity on Hope Ridge Church websites.

We use the information that you have given us in order to:

- Create a database of our attendees and partners;
- Communicate with our registered database;
- Create statistical references;
- Determine our impact and influence in our society;
- Execute our organisational functions.

We may share this information with:

- Church partners in the expression of their ministry responsibilities within our congregation and
- In the execution of business activities where the activity relates to you.

When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification grounds which we base our processing on consist out of the following:

- The data subject (you / the person whose information is collected) or a competent person where the data subject is a child, **consents** to the processing. Kindly note that you have the right to withdraw your consent.

- The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party.
- The processing complies with an **obligation** imposed by law on Hope Ridge Church.
- The processing protects a **legitimate** interest of the data subject.
- The processing is necessary for the proper performance of a **public law** duty by Hope Ridge Church; or
- The processing is necessary for pursuing the legitimate **interests** of Hope Ridge Church or of a third party to whom the information is supplied.

How we store your personal information:

Your information is securely stored on Church Suite (web-based database applications) and when collected physically in a file in the management office.

We keep your information for the duration of which the ministry or professional relationship lasts.

We will then dispose your information at the end of the relationship (whether it being a ministry or professional relationship) by either deleting the electronic database entry or destroying the actual file and papers.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to Hope Ridge Church. We may charge you a fee for this service.
- You may also request Hope Ridge Church to correct or supplement any of your personal data which they will undertake as soon as practicable.
- You are entitled to request the destruction of your personal data. We will consider your request in the light of any other laws or regulations prohibiting us from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@hoperidge.org if you wish to make such a request.

Our Contact Details:

Website Address: www.hoperidge.org

61 Wessels Road, Woodmead, Johannesburg

Postnet Suite 77, Private Bag X19, Menlo Park, 0102

info@hoperidge.org

How to object / register a complaint:

If you have any concerns about our use of your personal information, you can register a complaint with Hope Ridge Church at info@hoperidge.org

You can also register a complaint with the Information Regulator if you are unhappy with how we have used your Information. Their contact details are as follows:

The Information Regulator (South Africa)

33 Hoofd Street, Forum III, 3rd Floor, Braampark, Johannesburg

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za

General Enquiries email: inforeg@justice.gov.za