

## PRIVACY POLICY

The Metropolitan Bible Church (The MET) has adopted a detailed **Privacy Policy** to ensure that we maintain the confidentiality of your personal information. The MET is responsible for all personal information under its control, and all persons, employees or volunteers, who collect, process or use personal information, shall be accountable for compliance with these principles. The MET will collect and store personal information solely for management of its ministries and administrative functions. The information will be stored on a server in Dallas/Fort Worth, United States. Like in Canada, the information collected may be accessed by the courts, law enforcement and national security authorities. The MET requires an individual's knowledge and consent (express or implied) for the collection, use or disclosure of personal information, except as required or permitted by law. The MET will limit the amount and type of information collected to that which is necessary for its purposes: to have an accurate record of individual's involvement in the ministry, and to contact attendees as necessary for ministry and administration purposes. The MET will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required or permitted by law. The MET will keep personal information as accurate, complete and up-to-date as is reasonable and necessary for its purposes. The MET will protect personal information with safeguards appropriate to the sensitivity of the information. The MET will make readily available to individuals specific information about its policies and practices relating to the management of personal information. Upon request in writing, an individual will be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. An individual will be able to challenge the accuracy and completeness of the information and have it amended as appropriate or deleted on request. An officer of the MET will be able to address a challenge concerning compliance with the above principles for the MET's compliance.