

1. Privacy Policy

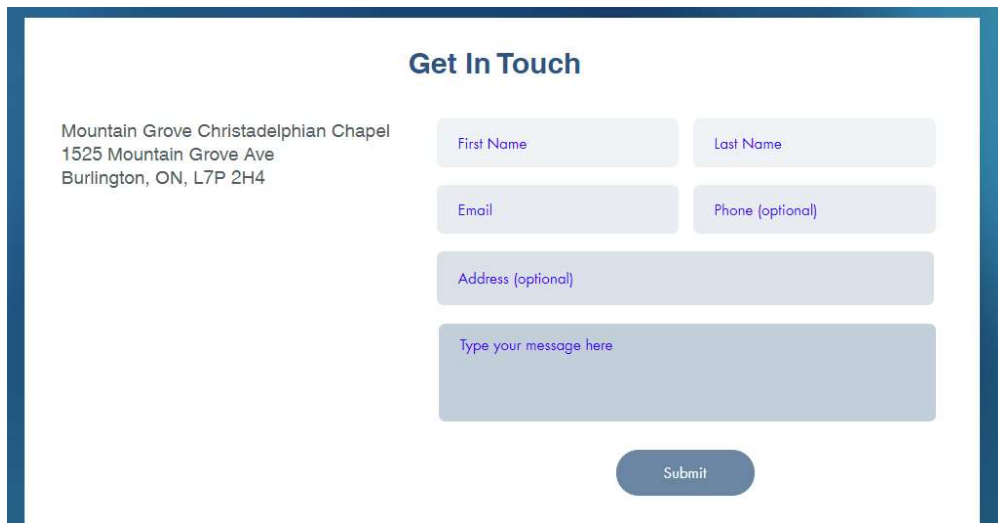
The purpose of this section is to disclose the ways in which the Mountain Grove Christadelphian Chapel (MGCC) gathers, uses, discloses and manages users' information.

1.1 Our Commitment to Respecting Personal Privacy

MGCC is committed to respecting the privacy of those who reach out to us through our website. We will act to safeguard personal information that is provided to us and limit access to that information to MGCC members who need to know in the performance of their duties. The information will not be shared with other organizations.

1.2 "Contact Us" or "Get In Touch" Enquiries to the website

Users of the website have the option, at their discretion, of submitting the enquiry form shown below.



The screenshot shows a contact form titled "Get In Touch" for Mountain Grove Christadelphian Chapel. The form includes the following fields and a submit button:

- Mountain Grove Christadelphian Chapel
1525 Mountain Grove Ave
Burlington, ON, L7P 2H4
- First Name
- Last Name
- Email
- Phone (optional)
- Address (optional)
- Type your message here
- Submit

This form requests the first and last name of the person submitting the information and their email address. Providing a phone number or residence address is optional. When a user of the website submits a question, it also routed through the contact us connection.

How will this information be used when received by MGCC?

- A team of MGCC members receives this information, depending on the nature of the message, and undertakes to provide a response where it is appropriate to do so
- The person's name and email address, and other optional information disclosed, are considered confidential and are not otherwise published or disclosed

Mountain Grove Christadelphian Chapel

Code of Conduct for Website and On-line Broadcasting

Page | 2

- The database in which the information is stored is maintained in a secure cloud computer environment to which a limited number of MGCC members have access.
- MGCC is committed to treating all enquiries confidentially and safeguarding the identity of those who contact us, using the information solely for the purposes of responding to the message received, to the extent it is appropriate to do so in MGCC's opinion
- MGCC will not respond to emails that have inappropriate language - all communications in which we engage must be conducted by both parties in a manner that is civil, respectful and courteous

1.3 Requests to Receive Notification of on-line broadcasts

In order to receive bulletins from MGCC giving notification of broadcasts and events, it is necessary for the recipient to create an account on-line on the MGCC website. The creation of an account constitutes permission for MGCC to send emails related to notification of broadcasts and events, including such supplementary information as may be considered appropriate by MGCC.

"By creating this on-line MGCC account, using my email address, providing my name and other personal information, and securing access with my personal password, I hereby agree that:

- I am the person identified by name
- The email address I am providing to you is my personal or business email account that I have authority to provide to you
- I am authorizing you to send me email notifications of MGCC news, broadcasts and events, together with such contextual information as MGCC considers to be appropriate
- In exceptional circumstances, such as a crisis, I authorize you to contact me by phone or by text at the number provided
- I can unsubscribe from receiving MGCC emails at any time at my sole initiative
- In order to contribute to the security of MGCC Zoom broadcasts, I will use discretion when I forward emails to others which contain links to MGCC services and events"

On all such email bulletins sent, there is an unsubscribe option provided, as required under Canada's Anti-Spam Legislation. A user may opt out of receiving emails at any time on request.

The database of email accounts and names used for generating the distribution list is confidential to a small team of MGCC members engaged in this work. MGCC licenses email bulletin design and distribution software from reputable industry sources such as Constant Contact or MailerLite. These third party software providers, as licensed to MGCC, maintain the user database in their on-line cloud-based system and take responsibility for ensuring its privacy and security. A copy of the database in Excel format is maintained by MGCC in a

Mountain Grove Christadelphian Chapel

Code of Conduct for Website and On-line Broadcasting

Page | **3**

secure cloud computing environment and/or on a local computer of an MGCC member or members.

The database is not used for any other purpose than that stated, namely, to provide on-line notification of Christadelphian community news and upcoming broadcasts and events and such contextual content in association therewith as may be considered appropriate by MGCC.

The licensed software used for distributing the email bulletins provides analytics on the response rate. For example, MGCC can determine which recipients opened their email, at what time, and which recipients activated clicks within the email. When there are survey-type questions included in the email, the licensed software also tracks the responses received by email account. All such user data is considered confidential and will not be publicly disclosed in detail. Only aggregate responses may be shared with MGCC members and/or posted to the website.

We will seek to follow Canada's Anti-Spam Legislation and not send emails to anyone who has not requested receiving them or who has asked to be removed from our mailing list.

1.4 Use of Cookies

MGCC does not use cookies.

MGCC's website contains links to other websites that may use cookies. When website users accept a link connection and navigate to another website, they are no longer subject to the MGCC privacy policy and come under the policy of the host of the website to which they were redirected. MGCC does not accept responsibility for the contents or policies of third party websites and provides links only as a service. Website users must use their own discretion.

Mountain Grove Christadelphian Chapel

Code of Conduct for Website and On-line Broadcasting

Page | 4

2. Intellectual Property Policy

2.1 Respecting the Intellectual Property of Others

MGCC will not knowingly use photographs, designs, text or materials belonging to others and protected by copyright without either the owner's express consent or by licensing the use of the material under terms provided. Where requested by copyright owners as a condition of use, acknowledgment of the source will be provided, as also with quotations from the writings of other authors.

MGCC will not knowingly plagiarize. MGCC will not knowingly copy or reference the work of others without giving credit and disclosing the source.

When MGCC is using material provided by MGCC members, such as photographs, it is understood that by providing the photograph, the member is giving consent for its use.

Where a submitted photograph depicts identifiable people subjects, the provider of the photograph is required to obtain the consent of those in the photograph prior to its use.

2.2 MGCC's Own Intellectual Property

The original materials on the MGCC website belong to MGCC and are protected by copyright.

Our Lord Jesus taught us, "Freely ye have received, freely give."

We believe that it is our responsibility to make known our understanding of the Bible "without money and without price." Therefore, we hereby grant permission to anyone who wishes to use any material from our website to do so for a purpose that advances the goal of making known our understanding of the Bible. An acknowledgment of the source when material is used or quoted is appreciated.