



ONE GLOBAL DATA PRIVACY POLICY

Welcome to **CFC One Global Data** (“Systems” namely **Members Management Database, Home Office Online**, and the **Integrated Global Website**)!

We understand that privacy online is important to users of our Systems especially when encoding member records and creating transactions.

We, at Couples for Christ Global Mission Foundation, Inc. (“CFC”) respect your right to privacy and the confidentiality of Personal Information provided to us. As we collect, use, store, disclose, and dispose the information you provide to us, we commit to be faithful stewards of this information and treat it with utmost care and respect.

We are committed to following the general policies and procedures of the Data Privacy Act of 2012 of the Philippines, or Republic Act No. 10173 (the “Data Privacy Act”) and all related orders issued by the National Privacy Commission.

This statement governs our privacy policies with respect to those users of the Systems (“Guests”) who visit without transacting business and users who register to transact business and make use of the various services offered by the CFC One Global Data (collectively, “Services”) (“Members”).

“Personal Data” refers to any information that identifies or can be used to identify, contact or locate the person to whom such information pertains, including, but not limited to, name, phone number, mobile number, email address, birthday, blood type, and for Home Office Online transactions, credit card information.

Personal Data does not include information that is collected anonymously (that is, without identification of the individual user) or demographic information not connected to an identified individual.

Personal Data Collection

CFC One Global Data is composed of three integrated systems; each can be accessed separately. At the minimum, the following personal data are collected in each system.

- a. Members Management Database or One Global Database (OGD) (for Members only):

We collect, acquire, or generate your personal data in many forms. They may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

1. *Information you provide us at the time you attend the entry formation courses of CFC such as the Christian Life Program, Kids Camp and Youth Camp.* When you join these formation programs, we collect, among others: (1) directory information, like your full name, nickname, date of birth, gender, email address, telephone number, and other contact details; (2) data about your personal circumstances, such as your family background, history, and other relevant circumstances, previous schools attended, employment record, and blood type.
2. *Information we collect or generate as a result of your participation in CFC activities or events.* We may also collect additional information about you, including: (i) attendance in households, retreats, teachings and conferences organized by CFC; (ii) member formation track; (iii) your tithes payment history. There will also be times when we will acquire other forms of data like pictures or videos of activities you participate in, via official documentation of such activities.



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3. *Unsolicited Information.* There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us.

b. Home Office Online (for Guests and Members):

For Guests (can only access the Calamity Fund facility <https://cfchomeoffice.com/calamityfund> and Public Registration for events <https://cfchomeoffice.com/events>)

Full Name, Gender, Age, Civil Status, Contact Number, Email Address, Country, Credit Card Details for those who will pay via credit card

For Members: Member ID Number (system-generated, can be obtained from the Members Management Database), Email Address, Credit Card Details for those who will transact and pay via credit card

c. Integrated Global Website (for Guests and Members)

For Guests: First Name, Last Name, Gender, Country, Email Address

For Members: Member's Portal which is integrated with the Members Management Database and the Home Office Online.

Log files are also stored on the web server saving details such as the visitor's IP address, browser type, referring page and time of visit.

d. Events and Conferences:

CFC may host events that include in-person and virtual conferences, training and webinars. If you register for CFC event and you are a CFC member, we will access the information in your member account to provide you with information and services associated with the event. If you register for one of our events and you are not a CFC member, we will collect your first and last name, email address, business or home address, which we will use to provide you with information and services associated with the event.

Use of Personal Data Collected

The Personal Data gathered in Members Management Database, Home Office Online, and Integrated Global Website is used only for the following purposes:

- Internal Record Keeping
- Verification of Members
- Communicate with Members and Guests

All the other information collected in the Members Management Database is used for reporting purposes to monitor our progress and growth as a community.



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To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests as a Catholic lay community. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. reporting and/or disclosure of information to the government regulatory agencies
2. complying with court orders, subpoenas and/or other legal obligations;
3. conducting internal research or surveys for purposes of institutional development;
4. use of photos, videos, and other information for evangelization purposes, including its activities and events, through publicity materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
5. live-streaming of CFC events; or
6. publication of communications with journalistic content, such as news information in publications, and social media sites.

We do not use your personal information in any way other than in the furtherance of our vision and mission as a community.

Sharing of Information Collected

We have set in place the appropriate processes and technologies to safeguard your personal information, which we will store digitally. We will not disclose or share your personal information to third parties without your permission, except when required by law or the appropriate government agencies, in accordance with relevant laws.

Except as set forth in this Privacy Notice or when specifically agreed to by you, we will not disclose personal information we gather from you to third parties unless CFC is required to share this information to complete your request or for legitimate business purposes. CFC shares personal information in the following circumstances:

Internally. We share your personal information to your pastoral and territorial leaders in CFC. Your contact number and email address may also be shared to authorized users within the Global Mission Center (GMC) to validate GMC transactions and send status notifications.

Externally. We may share your information with vendors or third parties who deliver or provide goods and services or otherwise act on behalf of or at the direction of CFC. These third parties may include, for example, our third-party technology providers or payment gateway systems. These third-party service providers will only have access to the information needed to perform these limited functions on our behalf, to deliver specific objectives or facilitate processes. We also share your personal information with government regulatory bodies in accordance with established legal guidelines, including tax, enforcement, or other authorities.

For CFC Members in the International Mission, your personal data will be stored in a secure server maintained in the United States.

Data Storage and Retention



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Personal Data collected in the CFC Global Data is securely stored and is not accessible to third parties or employees of the CFC Global Mission Center except for use as indicated above. We have set up reasonable steps including the installation of organizational, physical, and technical safeguards to ensure the security of personal and sensitive information we hold.

Your personal data is stored by CFC on its servers, and on the servers of the database management services CFC engages, located in the United States. Personal data will be kept for no longer than is necessary for the purposes for which your personal data are processed. CFC retains data for as long as you are a CFC member, or if a guest, require our serves so that we can provide these services to you.

Links

The CFC Integrated Global Website contains links to other web sites. Please note that when you click on one of these links, you are moving to another web site. We encourage you to read the privacy statements of these linked sites as their privacy policies may differ from ours.

Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any matter involving CFC and data privacy, you may contact the Data Protection Officer of CFC at:

Name: Jose Miguel Tayag
Email: mitotayag@couplesforchristglobal.org
Landline: 02-8709-4868
Address: 156 20th Ave. Cubao, Quezon City

Updating your Personal Information

If you would like to update your personal information, you may do so through your Member's Portal Account.

Changes

We may, from time to time, makes changes to this Policy. We will post any privacy policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of privacy policy changes)