



NORDIC CHINESE CHRISTIAN
CHURCH IN STOCKHOLM
北歐華人基督教會
斯德哥爾摩福音堂

NCCC in Stockholm GDPR Notice



About this document

This GDPR privacy notice will explain how our organization uses the personal data we collect from you, this notice is based on our church i.e. Chinese Christian Church (NCCC) in Stockholm GDPR Policy [☰ NCCC Stockholm GDPR Policy](#)

The General Data Protection Regulation (GDPR) 2016/679 is a regulation in EU law on data protection and privacy in the European Union and the European Economic Area. The Nordic Chinese Christian Church (NCCC) in Stockholm is registered within the European Union (EU).

This GDPR Privacy Notice document is a public document that explains how NCCC Stockholm as organization processes personal data and how it applies data protection principles according to GDPR [Articles 12](#), [13](#), and [14](#)

A GDPR compliant implementation require two governance documents, except an IT compliant implementation solution:

- **GDPR Privacy Notice:** (this document) is an external document that informs NCCC Stockholm members and participants about what their data are used for and their privacy rights.
- **GDPR Privacy Policy:** is an internal document that tells how the NCCC Stockholm Church co-worker and staff (e.g. Pastor) shall protect members or visitors' privacy data.

Therefore this GDPR Privacy Notice is based on the [☰ NCCC Stockholm GDPR Policy](#)

Note: this document applies only for NCCC in Stockholm and does not apply for other NCCC Churches.

There are two reasons for having this document according to GDPR:



- First, it offers transparency about how personal data is being used, ensuring a level of trust between the organization and the individual.
- Second, it gives individuals more control over how their data is used. If there's something the data provider isn't happy with, they can submit a ask the organization to suspend that processing activity i.e. DSAR (data subject access request).

Content of this GDPR Notice document according to <https://gdpr.eu/privacy-notice/> :

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

What data do we collect?

Data collection scope

The GDPR's requirements apply to EU residents of NCCC Stockholm members and non-members privacy information.

The scope of data collection and processes covers the use cases scenarios:



- NCCC Stockholm member registration
 - Real name name registered in Sweden (according to folkbokföring) and in Chinese character when applicable
 - Year of birth
 - Gender
 - Language: 1st, 2:nd and other
- When issue baptism certificate
 - Real name name registered in Sweden and in Chinese character
- Children Sunday school children
 - Children name
 - Born year and date
 - Parents contact: mobile, email or wechat
 - Allergic
- Photo and media of NCCC members on the NCCC for be shown as marketing in NCCC Stockholm official web domain stockholm.nccc.se
- Church event/activities temporary application forms for collect contact information digital or non digital e.g.
 - Name
 - Email or/and mobile contact
 - Other depends on activity type e.g.
 - i. Food allergic
 - ii. Language
 - iii. Religious status
 - iv. Age
 - v. Arrival time
 - vi. Gender
- Questionnaires
 - When it is anonymous data without possibility to identify with a person
- Employment
 - Contact information and payout bank account
 - Other employment contract information
- Job offering
 - Job application
- Sunday Worship recording
- Coworker IT system access credential
 - Name
 - Email as ID for IT system access credential
 - Phone

Out of scope cases



Out of scope means the GDPR policy is not controlled by church central GDPR governance

Case 1:

Individual church members privately storing contact information such as Wechat ID, email and mobile number of other members or non members is outside the scope and control of the NCCC Stockholm GDPR.

Case 2:

Individual members of the church can collect event applications with contact information temporarily to arrange events for other members or non members. This is applicable when e.g. mini groups and fellowship arranges an event/activity by themselves..

The individual members need to be aware about this GDPR policy and delete application data after the event.

Case 3

Questionnaire when personal identity can't be connected to the answers i.e. anonymous Questionnaire

How will we use your data?

- NCCC Stockholm members
 - For identify members during members voting
- Baptism certificate
 - When issue Baptism certificate with name of members of non members
- Children Sunday school children
 - For contact the children's parents
- Photo and media of NCCC members on the web site
 - When taken church related event photo for marketing
- Video recording of Sunday Worship/Sermon
 - For publish on NCCC Stockholm Youtube channel
- Church event/activities temporary application forms
 - For collect contact information digital or non digital
- Questionnaires
 - Anonymous data will be used for understanding members view
- Employment
 - For salary payout
- Job offering



- For select candidates
- Sunday Worship recording
 - Will be placed on Youtube for people that can't attend the physical Sunday Worship
- Coworker IT system access credential
 - Email address will be used as identity for co-worker to access the church IT systems
 - Name, 2:nd email and mobile number needs to to be provides in case of losing password
- Fellowship & Mini-group leader/SPOC , for be shown as contact on the web
 - Name
 - Email address
 - Mobile number

How do we collect your data?

- NCCC Stockholm member registration
 - When baptized christian request for become church member
- Issue baptism certificate
 - When after baptism when name as to be written to the certificate
- Children Sunday school children
 - New children join the Children Sunday school
- Photo and media of NCCC members
 - When taken church related event photo for marketing
- Church event/activities
 - Event/activities application forms via the church web
- Questionnaires
 - Fill-in questionnaires forms via the church web
- Employment
 - During employment
- Job offering
 - Receive job application
- Coworker IT system access credential
 - When coworker is registered as coworker that need to access a specific ministry group



- Fellowship & Mini-group leader/SPOC, via self registration for ensure consent of privacy data exposed or by delegation

How do we store your data?

- Data will be stored by GDPR compliant sub processor within the church domain i.e. Google Workplace within EU

Data storage retention period for the use cases:

- NCCC Stockholm member registration
 - Until member want to removed their name
- Issue baptism certificate
 - Data of baptism data will not be stored, only a paper copy of the certificate as baptized evidence
- Children Sunday school children
 - When parents want to remove the children's data or children has been adult the privacy data will be deleted
- Photo and media of NCCC members
 - When a person can be identifiable and don't want to be on church website, identifiability will then be removed
 - Identifiable children will not be publish on church website
- Church event/activities
 - Event/activities application forms via the church web (via Google Form) to be stored on GDPR protected folders owned by the church for access control i.e. not in a private account without access from the church IT ministry (3rd party control). Privacy data needs to be deleted after the event/activities.
- Questionnaires
 - Anonymous questionnaires that can't be identifiable to a person are not in scope for privacy data protection
- Employment
 - During employment and after termination data needs to be kept as records at least for 10 year according to financial regulations
- Job offering
 - When candidate has been selected, then all job applications will be deleted
- Sunday Worship recording
 - Recording will be stored in Youtube under the NCCC Stockholm channel
- Coworker IT system access credential
 - As long as the user is coworker for certain church ministry group and will be stored in Google workspace for NCCC Stockholm IT system access
 - The data will be stored at the NCCC Stockholm Google Workspace



- Fellowship & Mini-group leader/SPOC
 - Stored on official web

Note!

Any NCCC Stockholm Church managed Google Workplace account e.g. email, drive storage, premium Google Meeting or other services. The Church IT team has the right to close down/delete any account that belongs to the church during any abuse or if the user/member does not longer serve under any kind church ministry or actively participate as a church member for a long period.

Marketing

Photo/images from church events can be used for marketing
The church will not export data to other organization for marketing

What are your data protection rights?

Our Church would like to make sure you are fully aware of all of your data protection rights.

Every user is entitled to the following:

The right to access – You have the right to request Our church for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Our church correct any information you believe is inaccurate. You also have the right to request Our organization to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Our church erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Our church restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Our church processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Our church transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:



What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit <http://allaboutcookies.org>

How do we use cookies?

Keeping you signed in i.e. keeping HTTP web sessions for the web application server for knowing if the user is still logged in.

For help you to remember your login credential.

What types of cookies do we use?

Our church is only using functional cookie for:

- Keeping the HTTP web sessions
- Store your login credentials in your browser

How to manage your cookies

Temporary cookies for HTTP session will be invalid after logout timeout due to inactivity or after manually logout

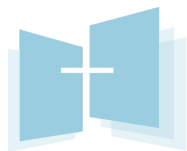
Permanent cookies is for store login credential is valid within 1 year

Privacy policies of other websites

Our church website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our organization keeps its privacy policy under regular review and places any updates on this document. This privacy policy was last updated year 2023



NORDIC CHINESE CHRISTIAN
CHURCH IN STOCKHOLM
北 歐 華 人 基 督 教 會
斯 德 哥 爾 摩 福 音 堂

How to contact us

If you have any questions about Our church privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

info@stockholm.nccc.se

How to contact the appropriate authorities

Should you wish to report a complaint or if you feel that Our church has not addressed your concern in a satisfactory manner, you may contact the Swedish Information Commissioner:

[Integritetsskyddsmyndigheten \(IMY\)](https://www.integritetsskyddsmyndigheten.se/)