Appendix 1 – Elvanto

At NBC our central online database system is Elvanto.

Elvanto is used by the office staff, pastoral team, and church members who may also be small group leaders, ministry leaders or congregation members. The information in Elvanto is only obtained, collected and used for the furtherance of church communication, reporting and analyses and for the purposes set out in our Privacy Policy.

In line with NBC Privacy Policy, each individual has access to their own personal information and all personal information is accessible to the relevant person through password protected access. All personal information can be changed, corrected and updated only by the relevant person, staff and administrator.

Personal information will only be made available with the consent of the person in the following ways through Elvanto:

- Through the NBC online directory available only to consenting members on Elvanto.
  - As outlined in the privacy policy, the directory will only be available through Elvanto to those who have consented to their information being in the directory. Access is available through Elvanto via personal log-in and password to these consenting church members.
  - For people under the age of 18 who attend the church, only their first and last names will be included in the directory.
- Accessible by staff members and/or volunteers for the purpose of providing a service or communication regarding activities or events.

To ensure privacy is maintained through Elvanto, these are different levels of access established for Elvanto, determined by the role and leadership position of different congregation members:

a. NBC office and pastoral staff have access to all personal information of church members.
b. Church members have access to their personal information and information regarding their volunteer roles within NBC.
c. Community group leaders and youth leaders have access to the groups and individuals within those groups for whom they are responsible.
d. Ministry leaders have access to their ministry team members as well as rostering and contacting permissions.

If you are concerned about the security of Elvanto, you can read their Privacy Policy online here: http://elvanto.com/privacy-policy