

At FLBC our electronic church management system is Elvanto.

Elvanto is used by the staff, ministry leaders and the congregation, with the information in Elvanto only obtained, collected and used for the furtherance of Church communication.

In line with our FLBC Privacy Policy, each individual has access to their own personal information through password protected access. Standard personal information can be changed, corrected and updated by the relevant individual. Additional personal information can be changed, corrected and updated by the relevant ministry leader, the staff and the FLBC Elvanto administrator.

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

- Through the church directory available to consenting church attendees in Elvanto. (N.B: As outlined in the privacy policy, the church directory will be available through Elvanto to those who have consented to their information being in the Directory. Access is only available through Elvanto via personal log-in and password to those consenting church attendees. No contact information of anyone under the age of 18 will be included in the Directory. A small number of printed copies will be made available to individuals without Internet access following a request to the church secretary).
- Accessible by staff and church leaders for the purpose of communication regarding activities and/or events.

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

- a. The Elvanto Administrator has access to all information, processes and system settings within Elvanto.
- b. The FLBC Senior Pastor has access to all information and processes within Elvanto. Periodically, other senior church leaders may be granted access to this level, at the discretion of the FLBC Senior Pastor, the Church Secretary or the Elvanto Administrator.
- c. FLBC staff and the Church Secretary have access to all standard personal information of the congregations.
- d. The Pastoral Team have access to all additional pastoral related personal information of the congregations.
- e. Children and Youth Team Ministry Leaders have access to all additional child and youth personal information.

- f. Ministry leaders may have elevated security access to the groups and individuals within their specific ministry, at the discretion of the Elvanto Administrator.
- a. When required, Elvanto Developers will have access to all information and processes and system settings within Elvanto
- b. Congregations have access to their personal information, information regarding their volunteer roles within FLBC and general church information located on the Elvanto Home Page such as church events and notices, online forms, the church directory, the church calendar and other important information about our Church content.

If you require more details on the different levels of access for Elvanto please direct this request to the Elvanto Administrator (elvantoadmin@flbc.org.au).

If you have any questions about Elvanto and how our church data is stored online, you can read their privacy policy online here:

<https://www.elvanto.com/privacy/Elvanto-Privacy-Policy.pdf>