

## Global Frontier Missions Data Privacy Policy



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## INTRODUCTION

This policy outlines behaviors expected of employees when dealing with data and provides a classification of the types of data with which they should be concerned. This policy contains information regarding fair use of customer data in accordance with requirements set by The General Data Protection Regulation (GDPR) and the data privacy laws of other countries.

## PURPOSE

Global Frontier Missions must protect restricted, confidential or sensitive data from loss to avoid reputation damage and to avoid adversely impacting the individuals who own the aforementioned information. The protection of data in scope is a critical requirement for any organization, yet flexibility to access data effectively is also critical.

It is not anticipated that this technology control can effectively deal with the malicious theft scenarios, or that it will reliably detect all data. Its primary objective is user awareness and to avoid accidental loss scenarios. This policy outlines the requirements for data leakage prevention, a focus for the policy and a rationale.

## SCOPE

This policy pertains to any employee, contractor, or individual with access to Global Frontier Missions systems or data. For the purpose of this policy data is defined as any information stored by Global Frontier Missions in electronic form which is not publicly accessible. Data includes but is not limited to:

- System logs
- Global Frontier Missions Policies and Procedures
- Documents
- Usernames
- Passwords
- Contact Information
- Financial Information
- Government Issued Identification

## **DEFINITIONS**

### **ACCOUNT**

Account means a unique account created for You to access our service or parts of our service.

### **COMPANY**

Company referred to as either “Global Frontier Missions”, "the Company", "We", "Us" or "Our" in this Agreement) refers to Global Frontier Missions, 1198 N Valley Brook Rd, Decatur, GA 30033.

### **COOKIES**

Cookies are small files that are placed on Your computer, mobile device or any other device by a website, containing the details of Your browsing history on that website among its many uses.

### **DEVICE**

Device means any device that can access the service such as a computer, a cellphone or other digital device.

### **PERSONAL DATA**

Personal data is any information that relates to an identified or identifiable individual.

### **USAGE DATA**

Usage data refers to data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).

### **WEBSITE**

Website refers to “Global Frontier Missions” and “Online Missionary Training School”, accessible from [globalfrontiermissions.com](http://globalfrontiermissions.com) and [missionarytrainingschool.com](http://missionarytrainingschool.com), respectively.

### **YOU**

You means the individual accessing or using the Service, or the company, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable.

## PRIVACY POLICY

As available on [globalfrontiermissions.org](https://globalfrontiermissions.org) and [missionarytrainingschool.com](https://missionarytrainingschool.com):

Thank you for visiting the website of Global Frontier Missions. We respect the privacy of our visitors and are committed to keeping your information safe and secure.

This Privacy Policy applies to information we, Global Frontier Missions, collect about individuals who interact with our organization. It outlines what Personal Data (PD) we may collect, how we use it, how we protect it, how we may share it, how you can access and change it, and how you can limit our sharing of it. Our privacy notice also explains certain legal rights that you have with respect to your PD.

This website may contain links to other websites. Please be aware that Global Frontier Missions is not responsible for the security, privacy practices, or materials of those other websites.

If you have any comments or questions about this notice, feel free to contact us at [info@globalfrontiermissions.com](mailto:info@globalfrontiermissions.com).

**By submitting your PD to Global Frontier Missions, you accept our Privacy Policy.**

## INFORMED CONSENT

In accordance with local laws and regulations as well as the European Union's General Data Protection Regulation (GDPR) Global Frontier Missions makes every effort to ensure all users accessing all Global Frontier Missions services are well informed in regards to the use, storage and processing of personal data (PD). To this end Global Frontier Missions keeps our Privacy Policy up-to-date and easily accessible at [globalfrontiermissions.com](https://globalfrontiermissions.com) and [missionarytrainingschool.com](https://missionarytrainingschool.com).

Global Frontier Missions will not knowingly store, process, or otherwise use any user's Personal Data without the user's explicit and informed consent. If you have any reason to believe Global Frontier Missions has mistakenly stored, processed, or otherwise used any Personal Data (PD) please contact us at [info@globalfrontiermissions.com](mailto:info@globalfrontiermissions.com).

## PERSONAL DATA THAT WE PROCESS

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Inquiring about our organization and its work	Name, phone, email, state/province, ip address, message	Legitimate interests – it is necessary for us to read and store your message so that we can respond in the way that you would expect in accordance with our programs and locational availability.
Website functionality	Website activity collected through cookies	Legitimate interests – it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, in order to help us improve our messaging and clarity for you.
Processing donations, tuition, and fees	Name, phone, email, complete billing address, credit card or ACH information	Legitimate interests – it is necessary for us to facilitate financial transactions for processing donations and various payments including tuition and application fees. Account information for processing transactions are not collected or stored by GFM directly but data collection and transaction processing is delegated to secure third part(ies).
Participant application information	Name, address, medical and emergency contact information, experience, faith-related information	Legitimate interests – it is necessary for us to gather information pertaining to participants who come to attend our programs in person, offer first aid or emergency services, accommodate dietary or requested medical restrictions, and determine suitability of programs.

Purpose	Data (key elements)	Basis
Staff application information	Name, address, reference contact information, medical and emergency contact information, experience, faith-related information, ACH and social security number	Legitimate interests – It is necessary for the verification of employment requirements, interview process, to process payroll, and to appropriately retain standard employment records.

## CHILDREN’S PRIVACY

We do not knowingly collect PD from children. We encourage parents and guardians to take an active role in their children’s online activities and interests while using [globalfrontiermissions.org](https://globalfrontiermissions.org) and [missionarytrainingschool.com](https://missionarytrainingschool.com).

If you are a child, please seek and verify your parent’s or guardian’s consent to visit and use our website.

If you are a parent or guardian and believe your child has submitted information to Global Frontier Missions, please contact us at [info@globalfrontiermissions.com](mailto:info@globalfrontiermissions.com). Before we remove any information, we may ask for proof of identification to prevent malicious removal of account information. If we discover that a child is accessing our website, we will delete his/her information within a reasonable period of time.

## HOW WE USE THE INFORMATION

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy. This PD may be stored on our website or another Global Frontier Missions administered database. We store PD in a way that safely and securely retains your information.

We may use PD:

- To contact you if you expressed interest in an opportunity to serve with Global Frontier Missions or one of our partners;
- To respond to your inquiries or orders when you submit feedback or questions;
- To collect marketing information about our activities and to send you Global Frontier Missions mailing list updates if you consent to regularly receive such information. Any Global Frontier Missions subscription is optional and free; you may unsubscribe at any time; and
- To process payments through EFT Corporation.

## **USE OF YOUR CREDIT CARD**

You may have to provide a credit card to make a payment on our website. We use third-party payment processors and have no control over these services. We use reasonable efforts to make sure your credit card number is kept strictly confidential by using only third-party payment processors that use industry-standard encryption technology to protect your credit card number from unauthorized use. However, you understand and agree that we are in no way responsible for any misuse of your credit card number.

## **WHEN WE SHARE YOUR DATA**

We will not sell or market your PD to any third parties. We will not use or transfer PD to third parties for any unrelated purposes—we do not sell, rent or trade our email lists.

We may provide your PD to third-party service providers we hire to provide services to us. These third-party service providers may include but are not limited to: payment processors, web analytics companies, data management services, accountants, law firms, auditors, and email service providers.

## **LEGALLY REQUIRED RELEASES OF INFORMATION**

Global Frontier Missions reserves the right to cooperate with law enforcement officials in the investigation of alleged unlawful activities committed on or through our website. Global Frontier Missions may disclose PD in the course of officially authorized law enforcement investigations; or as required to comply with a current judicial proceeding, court order, warrant, subpoena, or other legal process served on Global Frontier Missions; or to establish or preserve a legal claim or defense. In the event of a suspected attempt to deliberately circumvent our website's security, Global Frontier Missions may share PD about a suspected intruder with law enforcement officials. Global Frontier Missions shall have no legal liability for such disclosures. Global Frontier Missions reserves the right to challenge the validity of any subpoena, court order, warrant, or other legal process, in its sole discretion.



## **TRANSFER OF PD TO DIFFERENT OR INTERNATIONAL LOCATIONS**

When you submit PD to Global Frontier Missions, you understand and agree that this PD may be stored, processed, and transferred between any of the countries in which we operate. All transfer, storage, and use of your PD shall be subject to and protected by the Privacy Policy.

European Union users, your PD may be transferred outside the European Union to the United States and/or to other countries. We will use your PD to provide the services and/or information that you request from us or to satisfy a legitimate interest of our organization in a manner that does not outweigh your freedoms and rights. Wherever we transfer, process, or store your PD, we will take reasonable steps to protect it. We will use the information we collect from you in accordance with this privacy notice. By using our website or services, you agree to the transfers of your PD described within this section.

## **HOW LONG WE KEEP YOUR DATA**

We retain information that we collect from you (including your PD) only for as long as we need it for legal, business, or tax purposes. Your information may be retained in electronic form, paper form, or a combination of both. When your information is no longer needed, we will destroy, delete, or erase it.

## **SECURITY**

Global Frontier Missions takes precautions to protect your PD against unauthorized access or unauthorized alteration, disclosure, or destruction. These include industry-standard encryption technologies; internal reviews of our PD collection, storage, and processing practices; and physical security measures to guard against unauthorized access to systems where we store your personal information.

However, Global Frontier Missions cannot guarantee perfect security on the internet. When using the internet, we recommend that you use safe browsing techniques, change your passwords on a regular basis, and keep your computer up to date by applying the latest available security updates for your software and using such tools as virus/spyware scanners.

## **RIGHTS YOU HAVE OVER YOUR DATA**

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example, by putting “unsubscribe” links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.

- You have the right to lodge a complaint if you feel your rights have been infringed.

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please contact us at [info@globalfrontiermissions.com](mailto:info@globalfrontiermissions.com).

Please note that relying on some of these rights, such as the right to delete your data, will make it impossible for us to continue to deliver some services to you. However, where possible, we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

## **COOKIES AND USAGE TRACKING**

A cookie is a small file of letters and numbers that is downloaded onto your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g., remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes in section 1 above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google, and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>.

## **CHANGES TO THIS PRIVACY POLICY**

We reserve the right to change this privacy notice at any time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold is affected. In all cases, your continued use of our website and services after any change to this privacy notice will constitute your acceptance of such change.