**Privacy Policy for Mater Dolorosa Parish Management System**

At Mater Dolorosa Parish, we value your privacy and are committed to protecting your personal information. This Privacy Policy outlines how we collect, use, store, and protect your data through the Mater Dolorosa Parish Management System (MDPMS).

1. Information(s) We Might Collect

We may collect the following types of personal information:

* Full Name
* Date of Birth
* Address
* Contact Details (Phone number, Email address)
* Sacramental Records (Baptism, Confirmation, Marriage, etc.)
* Donation History and Pledges
* Volunteer and Ministry Participation
* User credentials (for system users and administrators)

2. How We Use Your Information

The information collected is used for the following purposes:

* Maintaining accurate parishioner records
* Managing sacramental information and certificates
* Tracking donations and issuing receipts
* Organizing parish events and ministries
* Facilitating communication between the parish and its members
* System access and user account management

3. Data Sharing and Disclosure

We do not sell or share your personal data with third parties, except in the following cases:

* With your explicit consent
* As required by law or legal process
* With authorized parish personnel for official church matters

4. Data Security

We take reasonable steps to protect your information using appropriate administrative, technical, and physical safeguards. Access to the system is restricted to authorized users only.

5. Your Rights

You have the right to:

* Access the personal information we hold about you
* Request corrections to inaccurate or incomplete data
* Request deletion of your information, subject to parish and legal obligations

To exercise these rights, please contact the Parish Office or system administrator.

6. Data Retention

Your information will be retained as long as necessary for parish operations or as required by canon or civil law.

7. Changes to This Policy

We may update this Privacy Policy from time to time. All changes will be posted on the system and effective upon posting.

8. Contact Us

If you have any questions or concerns about this policy, you may contact:

Mater Dolorosa Parish Office  
 161 20th Ave, Taguig, 1216 Metro Manila  
 materdolorosaparishofficial@gmail.com