

*Office of the Secretary of Religion
Sikh Dharma International Ministry*

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August 1, 2014

Sat Nam Dear Ministers of Sikh Dharma International:

Wahe Guru Ji ka Khalsa, Wahe Guru Ji ki Fateh! Enclosed please find the updated Sikh Dharma International Minister's Privacy Policy.

The former privacy policy for Ministers, which was included in our renewal letters, was:

Privacy Notice: The Office of the Secretary of Religion, Sikh Dharma International Ministry keeps the personal information you provide to us confidential. We do not disclose any nonpublic personal information about you to anyone. If you have any questions about our privacy policy, please contact us.

The new SDI Minister's Privacy Policy defines two categories of information:

- Minister's Non-Public Personal Information
- Minister's Public Information

The Minister's Privacy Policy details which information will be shared with the Siri Singh Sahib Corporation (the Member of SDI), and may also be shared with local communities upon request. Please note that due to the ongoing need for access to lists of Ministers, your identity and your Minister status (defined as whether or not you are current with your annual Minister renewal requirements and in good standing) will be subject to disclosure. These changes are necessary to allow the Ministry to fulfill the role within the Bylaws of Sikh Dharma International and the Siri Singh Sahib Corporation, as well as to meet the needs and demands of the Aquarian Age for access to Ministers by our global community.

Please sign the enclosed copy of the Minister's Privacy Policy, acknowledging that you have read it. Return your signed copy to this office for your Minister file. You can scan and email it or send it by mail. An extra copy of the Privacy Policy is provided for you to keep.

If you have any questions about the Minister's Privacy Policy, please contact the Office of the Secretary of Religion at sdiministry@gmail.com.

Through Guru Nanak/Guru Gobind Singh may His Name forever increase and the spirit be exalted and may all people prosper by His Grace.

In Service,

Sardarni Sahiba Dr. Sat-Kaur Khalsa
Secretary of Religion, Sikh Dharma International

Sardarni Sahiba Amrit Kaur Khalsa
Chancellor, Siri Singh Sahib Corporation



SIKH DHARMA INTERNATIONAL MINISTER'S PRIVACY POLICY

EFFECTIVE AUGUST 1, 2014

MINISTER'S NON-PUBLIC PERSONAL INFORMATION

- SDI collects non-public personal information about its Ministers that is provided by them or obtained with their authorization or consent in the course of their application for and maintenance of their status as a Minister. For purposes of this Policy, non-public personal information is defined as: Candidate Letter of Request; Resume/Vita, Affidavit for a Sikh Dharma International Minister Candidate; Background Check; Minister Candidate Recommendations; Essay; place of birth; date of birth; social security number; and medical information, if any.
- SDI does not disclose any non-public personal information about its Ministers, except as expressly authorized by them in writing prior to such disclosure and except in the case of a disciplinary or review proceeding. In the event of a disciplinary or review proceeding involving a Minister, some or all information in their Minister file, including non-public personal information, is subject to disclosure to relevant parties for purposes related to the disciplinary and review proceedings.

MINISTER'S PUBLIC INFORMATION

- A Minister's identity and current status (defined as whether or not they are current with their annual Minister requirements and in good standing) is public information. A Minister's name, city/state/country and status will be disclosed to the Siri Singh Sahib Corporation, to Minister Candidates, and to Sikh Dharma/3HO Communities worldwide upon request.
- A Minister's contact information is public information and may be disclosed to the Siri Singh Sahib Corporation and to Sikh Dharma/3HO Communities worldwide upon request. Contact information includes their name, city, state, country, home, cell and/or business telephone numbers, position and title, and email address.

CONFIDENTIALITY AND SECURITY

- We retain records relating to the application for and maintenance of Ministerial status in order to assist and support Ministers and to comply with professional guidelines and requirements of law.
- In order to guard Minister's Non-public Personal Information, we maintain physical, electronic and procedural safeguards that comply with professional standards.

I have read the above Minister's Privacy Policy in its entirety.

Print Name _____ Email: _____

Signature: _____ Date: _____