

TESTIGOS CRISTIANOS DE JEHOVÁ

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SE September 1, 2016

TO THE BODIES OF ELDERS

Re: Handling Personal Data

Dear Brothers:

We are writing to explain some aspects that you should have in mind relative to handling personal data, both in the case of publishers and interested persons.

Congregation Publisher's Record Card. As all the publishers are aware that the congregation should keep the data entered on the card (and in case someone moves to another congregation, transfer the card to that congregation), it is not necessary for each one's signature to appear on his *Publisher's Record* card. Therefore, henceforth it will not be necessary to sign the card, nor to keep the card that was originally signed by the publisher. The publisher's records for the last eight years will be kept on file (see letter of September 17, 2011).

Lists of Addresses for Telephone Witnessing. Since the telephone number is an item of personal data, the congregations should not compile or keep lists or files of telephone numbers. However, there is no problem if the brothers use public phonebooks or official lists of numbers for the current year (such as the *páginas blancas*) to contact people in the territory, avoiding that the congregation have a private list of people and their telephone numbers.

Lists of Addresses in the Territories of Foreign-Language Congregations. These should include addresses, but no names or other data of a personal nature.

Personal Addresses (Including those Noted in Public Preaching Activity (PPAM or PPOC)). Unless the interested person should key in their personal data in the spaces provided in the *Solicite un curso bíblico (Request a Bible Study)* section of jw.org, or fill out the coupon found in some of our publications and send it to the branch, neither the branch nor the congregations should handle such information. If a publisher has taken note of personal information of an individual who has shown interest, he should locate a publisher who is in a position to care for the interest. Our website, jw.org, may be used to locate a Kingdom Hall close to the residence of the interested person and he can be encouraged to attend meetings. Meanwhile, the publisher who made the original contact should continue to care for the interest until a publisher of the area where the person lives contacts him (see *Nuestro Ministerio del Reino* of July 2015 [printed edition] and the letter to the Bodies of Elders dated August 15, 2015).

We certainly appreciate your collaboration in the Kingdom work and take this opportunity to send an expression of warm Christian love.

Your brothers,

Testigos Cristianos de Jehová

NOTE: This letter should be retained in the congregation file for future reference. It can also be consulted in Section *Documentos* -> *Cartas* of jw.org.