

FPC Privacy and Data Security Policy

Approved by the Board of Trustees, June 12, 2012

This policy governs the collection, use, and safeguarding of personal information of members, friends and visitors by the First Parish Church of Stow and Acton in regular operations, on our website at fpc-stow-acton.org, and for purposes of publicity both online and in print.

Purpose

The first principle of the member societies of the Unitarian Universalist Association is that we will covenant to affirm and promote the inherent worth and dignity of every person. We believe that this principle impels us to protect the privacy of our church members, friends, and visitors. We pledge to protect the personal information entrusted to us and adhere to all legislative requirements with respect to protecting privacy.

General Policies

Personal Information

Personal identifying information about members, friends, and visitors such as name, addresses, email addresses and other contact information, is collected on a voluntary basis and stored in an electronic database. Any information that we collect and that you provide is strictly used to extend the ministry of our church.

Other data stored in the church database include, but are not limited to, religious education registrations and attendance, known children/youth allergies, and responses to the Time and Talent survey. Access to the data is restricted to FPC staff and congregational leaders and committee chairs who will use the information to support the administration and management of ministries, delivery of services and maintaining programs offered by FPC.

We will maintain adequate physical, procedural and electronic security with respect to offices and computers so as to protect personal information against such risks as unauthorized access, use, disclosure or destruction.

We do not sell, lease, or distribute any information to any third party or commercial entities.

Financial Information

The financial records of FPC are open to inspection by any church member, with the exception of the records on individual giving (pledges, donations, etc.). Records of individual giving are confidential and are available to the Treasurer, Pledge Secretary,

Minister, and Stewardship Chair. Access to records of individual giving may only be granted to others with the agreement of the Board of Trustees

Pledge payments or donations received through credit card payments are processed by a third-party company. Credit card numbers will not be stored by FPC.

UUA

If you are or become a member of our congregation, your contact information will be shared with the Unitarian Universalist Association to enable your free subscription to UUWorld magazine. You may choose not to have your information shared with the UUA by informing the Membership Committee.

FPC Directory

Periodically, a church directory is published that includes contact information for church members and friends and their families. For each entry, the directory provides: name, address, home phone number, e-mail address, names of children up to age 18, and possibly a photograph. You may choose not to be included in the directory or elect not to have certain information included (e.g. email address) by informing the Membership Committee.

Distribution of Directory

Printed copies of the church directory are made available for anyone listed in the church directory. Printed copies are also available at the Newcomers Table for frequently returning visitors who wish to make contact with church members and friends or get more involved with church activities.

An electronic version of the church directory will be available on the password protected Members & Friends area of the church website.

Use of Directory

Information provided in the directory may be used for contacting individuals about church business or activities, or making social connections between individuals in the church community.

Information provided in the directory may not be sold or otherwise made available to any individual, group or business outside of the church community and may not be used for non-church related business purposes by individuals within the community.

Public Website

Our website, fpc-stow-acton.org, may be visited without submitting any personal identification information. Users may voluntarily submit email addresses or other

personal identifying information to take part in an activity via the website, such as to sign up for a mailing list or request information. We will not sell or rent personal information collected via the website to any organization, including UU organizations.

The names of members and friends may be mentioned on the website and in promotional materials. Examples include Board members, committee chairs, event chairs, and worship service leaders or participants. In order to protect the privacy of these individuals, personal identification information, such as phone number, address, or email addresses, will not be included with these names without explicit permission.

Use of Photographs

Photographs of church activities will be posted on our website and used occasionally in our newsletter or other promotional materials.

Parents of all children enrolled in the Religious Education are asked to complete a Publicity Permission form. No photographs of children will be posted on the website without explicit parental permission. Names will not be associated with any photograph of children posted on the website.

Personal identification information such as names will generally not be associated with any photograph of adults. If you see a photograph of yourself or your child that you prefer not to be included on the website, or if you would like to insure that no photo of you is used for these purposes, please notify the web administrators at webadmin@fpc-stow-acton.org.

Links to Third Party Sites

This web site may contain some hyperlinks to web sites operated by parties outside of the www.fpc-stow-acton.org domain. These hyperlinks are provided for your reference only. Our congregation does not control such web sites and is not responsible for their contents. The inclusion of hyperlinks to other web sites does not imply any endorsement of the material on these web sites or any association with their operators.

Information Accuracy

The web administrators for fpc-stow-acton.org make every effort to ensure that the information presented is accurate. However, if inaccuracies occur, we will make every effort to correct them in a timely manner. To report any web site inaccuracies, please email us at webadmin@fpc-stow-acton.org.

Tracking Website Use

Our website software automatically gathers information from your browser and may set a cookie to determine trends in peak activity, determine the number of visitors, track the frequency that individual pages are accessed, and to ensure our links are working

properly. For each visitor to our website, our website hosting server automatically recognizes the visitor's domain name, IP (Internet Protocol) address, and browser software. It may also recognize the operating system and the site from which the visitor linked to us. It does not harvest email addresses or other personal information. This tracking information is not shared with other organizations.

We do not employ spyware or adware of any kind.

Members and Friends Area of Website

The Members & Friends area of the website is open to all members and friends of FPC who are listed on the FPC Church Directory and individuals who have applied for an online account and have been validated as an active church goer by either the FPC staff or Membership Committee. The purpose of the area is to provide a secure area where private information can be shared.

Personal Information

The Members & Friends website area contains a searchable online database that stores basic contact information (name, address, telephone number, email address, and mailing address) for all account holders. This information is extracted from the FPC Church Directory or provided directly by individuals via the online user information form. Account holders can update their personal information and have the option of uploading a personal photograph.

In addition, the Church Directory is also available on the private Members & Friends website area. This document includes family information including a listing of children in each household. The age of children are not provided, only their names. Also, only the emails of adults are listed.

Data Storage and Security

Online access to the private area and documents requires knowledge of a valid user ID and password. The data is inaccessible by those without a validated login account. All accounts have a minimum required password complexity. Data is stored off-site on our web service provider's servers (arvix.com).

It is not technologically possible to absolutely guarantee the security of data stored in a computer. Our goal is to make unauthorized or malicious access both difficult and detectable.

Unaffiliation with FPC

When a person leaves the church, their account is disabled, preventing further access to the Members & Friends private area and all documents and information contained therein.

FPC's Facebook Page

FPC has created a Page on Facebook called "First Parish Church of Stow and Acton". It is a Page, which differs from personal or group Facebook accounts, and is primarily maintained by the Communications Committee and appointed administrators.

This Page is another means for FPC to interact with members of our congregation. It also has potential to be an important tool in attracting visitors by enabling them to discover us through mutual Facebook "friends" of FPC. While there are many similarities to the FPC web site, FPC Announce and other media, Facebook lends itself to a less formal atmosphere, as well as offering a relatively simple way for a greater number of individuals to express themselves by posting comments, photos, web links, etc. to the FPC Page's wall.

This statement sets forth below a number of guidelines for the content on the Facebook Page and likely will be subject to change as the technology changes. Other guidelines will need revision as we gain experience with this medium and learn the most effective use of the technology. The majority of the Facebook content will promote activities occurring at FPC. Other types of content will include personal comments, photos, etc. from the Page administrators, and people who have "liked" the Page, and these customarily will be related to FPC Church, Unitarian Universalism, members of our congregation, etc.

All content posted on the FPC Facebook Page must comply with the guidelines in the general Website Policy. Photographs posted on the Facebook Page must comply with the photo guidelines contained in the FPC Website Policy.

In addition, the following additional guidelines apply to the FPC Facebook Page.

Administrators should monitor the FPC Facebook Page and remove any content that does not comply with the guidelines contained herein; habitual offenders may be banned from further contributions to the Page. Posting should be checked for inappropriate content on a daily basis.

New content should be added by an administrator at least once per week.

The contact information for FPC church should be prominently displayed; links to the FPC web site, should also be easily accessible.

Questions

Email webadmin@fpc-stow-acton.org for questions or requests for account removal.