

Faith Bible Church

Privacy Policy

This policy is to inform interested persons how Faith Bible Church (FBC) acquires, stores, protects, and uses personal data about people who visit, join, or otherwise interact with us. Due to the widespread use of computers and other electronic means of manipulating sensitive privacy data it seems wise to establish and follow these guidelines to ensure the collected data are secure and everyone involved knows what to do and what to expect.

General Principles - the parameters within which FBC applies this policy to specific areas of ministry:

1. FBC does not share private information with 3rd parties unless legally required.
2. Each individual person controls how much information is maintained by FBC.
3. Electronic and printed data are both controlled by this policy.

Specific Applications – how FBC implements the general principles above in various ministries:

1. **Greeting and Registering Visitors:**

When first-time visitors are greeted or given a visitor's card by an usher, the data on the card is entered in the FBC database using the "First Time Visitor's Form." This contains a link to the privacy policy. A printed copy is included in their Welcome Package.

- a. Any information on the visitor's card or "First Time Visitor's Form" may be distributed to FBC people for the purpose of follow-up contacts, such as visitation or phone calling.
- b. This information may also be made available to the Elders.

2. **Registering Children in Nursery:**

When first-time visitors bring their children to the nursery for the first time they can register at the foyer "Welcome Station" or at the nursery room.

- a. If they choose to fill-out the info ahead of time on the FBC web site their child(ren) will already be expected at the nursery and the parents and nursery workers will already have the info needed.
- b. This web site nursery registration info is kept in the same database as the "First Time Visitor's Form" data but a link is provided to allow them to add their nursery info for their child(ren) as appropriate.
- c. No data about children will be generally available. Any information about the child(ren) will only be available to the nursery workers and nursery coordinators and Elders as needed to perform their duties.

3. **Registering Children in Sunday School and AWANA's:**

Any data about children that will be stored in the database is supplied by the parent(s). Children are not asked to provide any of this information.

 - a. Sunday School and AWANA's workers may ask for information directly from the children, such as name, school grade, sibling's names, etc.
 - b. Records documenting progress in Sunday School or AWANA's are stored in databases and are only used for recordkeeping for those ministries.
 - c. Information about AWANA's that is normally shared, in order to document and procure awards, etc. is shared with the certifying organizations.

4. **Youth Ministry (CREW):**

Youth participating in the youth ministry activities are under the authority of their parents. Only the parents are asked for information outside the basic information shared by the parent in registering the family.

 - a. ---
 - b. ---

5. **Adult Ministries:**
 - a. ----
 - b. ---

6. **Email:** The "Personal Data Sheet" in the FBC database includes a checklist that is password protected and allows each person to check the reports and lists in which his/her information may appear.
 - a. Addresses: Specific permission to use an email address is controlled by each person via the "Personal Data Sheet" in which each potential use of the email address has a "Yes" or "No" check box under password control of the individual person.
 - b. Prayer Requests: Prayer requests are only emailed by the FBC Secretary under the oversight of the Elders. Individual members do not use the email list to directly send or forward individual prayer concerns.
 - c. Junk Mail: Defined as anything forwarded to FBC people using FBC email addresses from outside the congregation, including but not limited to advertisements, inspirational writings, news accounts, and other unsolicited items. Only the FBC Secretary and elders are authorized to send mass mailings to the FBC mailing lists.
 - d. Personal Email: This policy does not pertain to personal email sent between individuals who happen to be FBC members or visitors.

7. **Printed Material Distribution:** Including but not limited to FBC Directories, address lists, class rosters, etc. These items are controlled by this policy because of the personal data contained within.
 - a. Access: These items are generally available only to members who need them in the normal function of their ministry duties.
 - b. Exceptions: Requests for data covered by this policy made by visitors or other persons not yet under the authority of FBC are screened individually

by the elders.

8. Web Site:

- a. ---
- b. Privacy policy is posted on the web site via a link
- c. ---

9. Financial Reports:

- a. ---
- b. ---

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