<center>Plymouth Congregational UCC Database Privacy Policy</center>
<center>(Revision 8/14/2018)</center>

As the congregation and staff at Plymouth church have both grown to their current size, it became evident to the church Leadership Council that the church's ministries would move forward much more effectively if they could all draw upon a single managed churchwide database.

Since such a database necessarily contains sensitive personal information, this policy was created to define and communicate the security measures Plymouth church commits to follow in order to ensure the privacy of all personal information that it collects.

For the purposes of this policy, the term "Database Administrator(s)" refers to the church staff member(s) specifically assigned the task of entering data into the database.

1. **Data Collection Restrictions**

   No personal information will be collected for the database unless it is determined by the Senior Minister or by a vote of the Leadership Council that it clearly enhances the function of the church as a whole or of at least one of its ministries. The list of all personal data items (e.g. local address, group membership, giving history) that are currently being collected will be posted in a manner that remains openly accessible to the congregation, as defined within Plymouth's database procedures.

2. **Access Authorization Restrictions**

   For the purposes of determining access authorization restrictions, personal information within the database is divided into the following categories:

   Church Directory Data

   Scope: voluntarily provided contact information such as local address and phone information, email addresses, and church directory pictures

   Access authorization is limited to: all church staff members, all congregation members, and all regular attendees who have been given a church website login or are on the church's mailing list

   This information is not made available to the general public through access to our website or by any other means.

   Church Attendance Data

   Scope: attendance information provided by church attendees during each service

   Access authorization is limited to: all church staff members, members of the Leadership Council and of its boards, committees, and ministry teams, and all persons assigned the task of entering attendance data into the database

   Church Group Data

   Scope: church group-related data such as church class attendance, church group membership, etc.

   Access authorization is limited to: Ministerial Staff, Christian Formation director(s), Database Administrator(s), and lay leaders of the related church groups

Giving Data

Scope: all information concerning personal pledges, contributions, and other forms of giving to the church

Access authorization is limited to: Ministerial Staff, Treasurers, the current Chair of the Stewardship Committee, the giving person(s), and Database Administrator(s)

Background Check Verifications

Scope: information about church-conducted background checks

Access authorization is limited to: Ministerial Staff, Christian Formation director(s), and Database Administrator(s)

Minister Access Only

Scope: all data that is not in one of the above categories, either self-provided or collected by church staff

Access authorization is limited to: Ministerial Staff and Database Administrator(s) only

Examples of items within this data category include pastoral notes taken by current or past ministers and other personal data items included in the list described under Data Collection Restrictions.

Any additional access to a specific item within this category would require a vote of the Leadership Council to revise this policy.

Additional access restrictions may be placed on specific items of data at the discretion of Ministerial Staff.

3. Other Security Measures

All information will be kept within an offsite commercial church management software product that uses industry-standard techniques to limit access by any unauthorized external source.