

MEMBER INFORMATION SECURITY POLICY APPROVED BY COUNCIL JULY 2012



Purpose

Lutheran Church of the Resurrection (referred to as "LCR") seeks to promote the highest standards of privacy and safety for the information and data which it uses in its work of ministry. All confidential information must be protected from disclosure to unauthorized persons. Additional persons may be given access to confidential information only when a demonstrable need-to-know exists, and when such a disclosure has been expressly approved by the appropriate congregational leadership. This congregation's policy is to keep such information secure.

General Standards

Exceptional care must be taken to control confidential information. Failure by staff to comply and control information as defined by this policy may result in corrective disciplinary actions in accordance with personnel policies of this congregation. Members and volunteers should take equal care to comply with this policy.

Confidential Information Defined

Confidential data is defined as any information which, if lost, stolen or inappropriately released (without the proper authorization) could do harm to this congregation, its members, staff or to other parties working with this congregation. Such information includes, but is not limited to the following:

- Members' personal identity information (PII) – names, home address and e-mail address(es), telephone numbers, birthdates, Social Security numbers, background check results and bank account information (i.e., accounts and routing numbers).
- Members' personal financial giving information – It is the policy of LCR that anonymity will be maintained with regard to pledge amounts and actual financial giving by any worshipping member or non-member of LCR. (Please refer to LCR's Financial Privacy Policy.)
- Website data– collection, storage and usage of member data via the church website

Website Privacy (to be posted on web site):

Several basic groups of people that might be listed or referred to: pastors/staff, adult members, and youth. Information of concern includes names, email addresses, phone numbers and photos. Home addresses are never posted.

1. For pastors/staff, we list names, office email addresses, and office phone numbers. No home phone numbers, home addresses, or mobile phone numbers are listed. It is important that people be able to contact the staff and that access is all through the office.
2. Adult member names are provided as a contact for a group or event/activity featured on the website. Email addresses are coded as HTML to prevent anonymous email collection from

Internet worms. Email addresses are viewable once contact is activated. Phone numbers are only provided when permission is provided. It is assumed that other members have the church directory or can call the office for phone numbers.

3. Youth and children names, addresses, email addresses and phone numbers are not provided. Photo captions do not include their names.

Collection of Personal Information

If you have provided personally identifiable information, such as your e-mail address, name, home or work address or telephone number, on the website, LCR may collect it. LCR may also collect anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favorites if you have provided it.

There is also information about your computer hardware and software that is automatically collected by LCR. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used by LCR for the operation of the organization, to maintain quality of the service, and to provide general statistics regarding use of the LCR website.

Please keep in mind that if you directly disclose identifiable personal information or sensitive personal data through LCR public message boards, this information may be collected and used by others. Note: LCR does not read any of your private online communications.

LCR encourages you to review the privacy statements of websites you choose to link to from LCR so that you can understand how those websites collect, use and share your information. LCR is not responsible for the privacy statements or other content on websites outside of LCR websites.

Use of Cookies

LCR's website use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the LCR website, the information you previously provided can be retrieved, so you can easily use the LCR website features.

You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

Security of your Personal Information

LCR secures your personal information from unauthorized access, use or disclosure. LCR secures identifiable personal information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such

as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Photos

In most general terms: images of adults engaged in congregation activities and used to report on congregational events can be used without seeking permission. In these cases, it is always prudent to let the people being photographed know that these shots may be used by the congregation. With images of children under 18 years old, or with images that are used outside the immediate activity or news story (e.g. used instead as part of general website design elements), permission is sought. When using photos of LCR events, attendees, or members - either directly on the website or in photo albums - we use the following guidelines.

- We attempt to limit embarrassing, objectionable or hurtful photos. We receive permission for any questionable photos.
- We limit names as part of photo captions (except for pastors/staff or other members who have given expressed written consent).
- We provide photo credits if requested by the photographer, and honor all copyright restrictions.
- We remove any photo immediately upon request.

Process

If children are going to be photographed or videotaped, written permission must be obtained from a parent or legal guardian of each child. When photographs or videotapes are published, children names will be omitted.

If adults are going to be photographed or videotaped at an event, promotional material intent must be advertised on all event materials.

When filming crowds at public performances and other large events, signs are posted at event entrances notifying attendees of the filming. Attendees give consent by entering the event. Pictures of the posted signs are archived for documentation.

Blanket permission to publish and distribute photographs and video on all medium should be requested. We ask for broad permission because communication technologies are constantly evolving and once a photograph is published, especially online, control is limited to prevent sharing.