

First Congregational Church of Chelsea, UCC

Website Policy

Effective as of 06/16/2016

The information contained in this website is intended to provide church members and the general public general information only. The information is provided by First Congregational Church of Chelsea, UCC (hereinafter "FCC") and while we endeavor to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

Information posted to the website can come from a variety of sources but principally the information comes from within the multiple ministries within and outreach ministries of our congregation, by participation in ministry work within or external to the church. In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Through this website you are able to link to other websites which are not under the control of FCC. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them. Every effort is made to keep the website up and running smoothly. However, FCC takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

Goal of the Policy

Since the website is publicly accessible, this policy seeks to guide two groups: 1) those who are preparing information to be posted to the website, and 2) those staff, members, guests, friends and visitors who attend worship services, special events, tours, concerts, Sunday school classes, fellowship meetings, ministry meetings or other gatherings taking place in the life of this congregation. For both groups, this policy is to provide guidance about what information is appropriate for posting to the site and to set the expectation about what information is likely to be posted. Special care has been given to create a balance between the utility of the website and the privacy of individuals.

Administration of the Policy

Every individual or ministry who posts to the site is responsible for the content they post. To assist in the administration of the site either the Pastor, Communications Committee member, Office Manager or web Administrator will make periodic reviews of the contents of the website to ensure that this policy is being followed. All members of the church who will be granted web publishing authority, will be given copies of this policy and will be expected to familiarize themselves with the policy's objectives and provisions.

Church Privacy Policy

It is the policy of FCC to protect your personal privacy. FCC does not guarantee the confidentiality of information that is placed on the website, but will make reasonable efforts to restrict its use to FCC related activities.

FCC will not sell, trade or release any personal information that an individual provides to us, with the exception of situations where FCC is required to comply with governmental, court, and law enforcement requests.

The following information can be posted without prior written permission of the person depicted or described:

1. Names, office phone numbers, and FCC e-mail addresses of FCC officers and staff.
2. Photographs of staff members leading or attending an FCC event.
3. Narrative descriptions of events which contain the names of staff persons.
4. Staff biographical information.
5. First and/or last names of adult members when those members are designated as a contact person for an FCC event or activity.
6. Photographs of adults attending an FCC sponsored event or activity, with accompanying first name identification.
7. Photographs and full names of current staff members.
8. Calendar dates and physical locations of Internal & external events and meetings, and the names of FCC officers and staff who will be attending.
9. Descriptive announcements of scheduled events which contain the names of persons in a leadership role. For example, a visiting speaker, clinician, musician, author or local dignitary.

The following information must not be posted without prior written permission of the person described or depicted. This permission must be provided using the *FCC Web Privacy Release* form. If the person is a minor, written permission must be received from the parent or legal guardian and placed on file in the Church Office.

1. Personal e-mail addresses of FCC staff persons, members, visitors, friends or anyone unrelated to the congregation.
2. Personal home or mobile phone numbers of FCC staff persons, members, visitors, friends or anyone unrelated to the congregation.
3. Narrative descriptions of events which include the last names of persons.
4. Photographs of adults with accompanying last names.
5. Photographs of individuals that have previously submitted a written request or signed a media opt-out form.

Whenever photographs of minors attending FCC events are published on the website, the following criteria must be observed:

1. No identifying captions will be used with any picture. In other words, no child's name will be published with his or her picture.
2. A "Photography Release for Minor Child/ren," signed by a parent or Guardian will be on file for all minors shown in pictures.

Information concerning any individual's birthday, age, wedding anniversary, illness, death, marriage, prayer requests or praises are not appropriate for posting.

Any person discovering that information about themselves or family members has been posted on the FCC website that they do not wish to remain there should contact the FCC office by phone (734-475-1844) or e-mail(church@chelseafcc.com).

INFORMATION COLLECTION AND USE

FCC is the sole owner of the information collected on the Site. It may use collected information to provide or improve services for users, and as more particularly set forth below, it may use collected information to contact users for a variety of reasons, including, without limitation, obtaining information from users regarding their use of the Site and Services and ways FCC can improve them, and to send information to them regarding FCC, its Services, or its Partners, such as promotions and events. This information is used in ways FCC determines appropriate in its sole discretion, and it reserves the right to do so.

FCC will not sell or rent personally identifiable information to anyone, and it will not disclose any collected information to others in ways different from what is disclosed in this statement.

FCC may collect personally identifiable information when you use certain Web site pages. When you register with the Church, we ask for personally identifiable information including, but not limited to, your name, email address, address, phone #'s. Once you register with Church and sign in to its services, you are not anonymous to us.

COOKIES

FCC may employ the use of Cookies to collect information about users and their use of the Site. "Cookies" are small computer files that transfer to your computer that allow the web site to know how often you visit the site and the activities you conduct while on the site. Third parties if ever employed, such as advertisers, may also use Cookies when you select their advertisements or links from the Site. However, FCC has no access to or control over these Cookies.

FINANCIAL TRANSACTION INFORMATION - If applicable

If FCC requests information from a User on the Web Site it is for the sole purpose to fulfill a financial transaction requested by the user of the site. In this case, a user must provide information including, but not limited to, name, address, and financial information, along with credit card information or bank account information. FCC may use a third party intermediary to perform the transaction processing. This intermediary is solely a link in the distribution chain, and uses the information provided for the sole purpose of processing the transaction.

INFORMATION SHARING AND DISCLOSURE

FCC will not sell or rent your personally identifiable information to anyone. FCC may send personally identifiable information about you to other companies or people when: we have your consent to share the information; we need to share your information to provide the product or service you have requested; we need to send the information to companies who work on behalf of the Church to provide a product or service to you (unless we tell you differently, these

companies do not have any right to use the personally identifiable information we provide to them beyond what is necessary or appropriate in our discretion to assist us); we respond to subpoenas, court orders or legal process; or we find that your actions on our Site violate Church policy or any of our usage guidelines for specific services. The Church may share aggregated demographic information with our partners and advertisers that is not linked to any personal information that can identify any individual person.

LINKS

This Site may contain links to other sites. Please be aware that FCC is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every site that collects personally identifiable information. This Privacy Policy applies solely to information collected by this site.

OPT-OUT

FCC needs to be able to communicate at times with all users, and therefore it reserves the right to contact users. Users who no longer wish to receive the Church newsletter or promotional materials from our partners may opt-out of receiving these communications.

PERIODIC POLICY REVIEW AND USER ACCEPTANCE

The Staff, Elected officials, Office Manager and web administrators will periodically review and make ongoing changes to this web policy as necessary. Use of the FCC website (www.chelseafcc.com) indicates your acceptance of the Church Privacy Policy; please review this Privacy Policy carefully.

Approval by FCC Church Council

Name: <i>(Please Print)</i>
Signature:
Position:
Date: