



St Paul's UMC

Website Information Privacy Policy Approved by Advisory Council February 17, 2009



Website Information Privacy Policy

Objective of this Document

- Define the policy for use of personal information on St Paul's website.
- The Policy will be published on the website.

Disclaimer: most of the ideas for this policy come from other websites especially that of the Central Presbyterian Church in Baltimore, Maryland. <http://www.centralpc.org/admin/privacy.htm#policy>. I have obtained permission from their webmaster to use their material.



Website Information Privacy Policy Goals

- Protect individuals from
 - Unsolicited e-mail
 - Unwanted personal contact
 - Exploitation of personal information and/or images
 - Identity theft



Website Information Privacy Policy In Scope

- Staff
- Adults
- Youth and Children
- Missionaries



Website Information Privacy Policy Proposed

- Staff information allowed:
 - Names (first and last)
 - E-mail addresses (the church e-mail accounts or a generic e-mail address like 'pastor@stpaulsumc.us')
 - Phone numbers (office only)
 - Images (allowed)
- Assumptions
 - “Staff” = paid staff
 - Printed directories are still available



Website Information Privacy Policy Proposed

- Adult information allowed:
 - Names (first name and first letter of last name)
 - Personal E-mail address if requested by the individual (must be documented)
 - Images are allowed; no names allowed in image captions
- Assumptions
 - “Adult” = 18 years or older
 - Printed directories are still available



Website Information Privacy Policy Proposed

- Youth and Children information allowed:
 - Names (first name only)
 - **Example: a Schedule of Acolytes can contain first names**
 - Images (allowed with authorization, no names allowed in captions)
- Assumptions
 - “Youth and Children” = 17 years or younger
 - Printed directories are still available



Website Information Privacy Policy Proposed

- Missionary information allowed:
 - No information is posted without the explicit permission of the individual.
- Assumptions
 - Sometimes missionaries are in countries where it would be dangerous for them to be known as missionaries, Christian, etc.
 - General information about support of missionary programs is allowed.



Website Information Privacy Policy Image Policy

- Use of any photos of youth or children must be pre-authorized by a parent or legal guardian
- Photos are of people in public places, public events.
- No names will appear in photo captions.
- Credit will be given to the photographer if requested.
- All copyright restrictions will be honored.
- Any photo will be removed immediately on request
- “Stock” photos from public sites are allowed
- Assumption - Printed member photo directory exists



Website Information Privacy Policy Other Information

- 'Prayer chain' information is not allowed.
- Other personal information not addressed by this policy is not allowed on the website without permission.



Website Information Privacy Policy Out of Scope

- Printed member and clergy information
 - Church directories and the Church Calendar
 - Contact Information in other printed material.



Website Information Privacy Policy (Summary)

	First Name	Last Name	E-mail Address	Phone Number	Image Policy
Staff	Allowed	Allowed	Generic	Office Only	Allowed
Adults	Allowed	First Letter Only	On Request	None	Allowed No names in Captions
Youth & Children	Allowed	None	None	None	Pre-authorize No Names in Captions
Missionary	None	None	None	None	None



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End of Document