# **Addisville Church Privacy Policy**

# **Purpose**

Addisville Church recognizes that an individual's privacy is very important to them and that they have a right to control their personal information. Addisville Church acknowledges that when an individual provides personal information about themselves to another party it is an act of trust. In response, Addisville Church takes the process of upholding an individual's privacy very seriously. Unless an individual gives Addisville Church explicit consent to act otherwise, the following policy will govern how Addisville Church handles an individual's personal information and safeguards their privacy.

# Scope

The principles contained in this privacy document apply to all personal information collected or submitted to Addisville Church.

## 1. What information of yours does Addisville Church collect?

Addisville Church collects two different types of information. One type is voluntary information, which you provide, such as membership information and registration information for events. The other type of information Addisville Church collects is user information provided by your computer each time you visit this site, such as IP address<sup>1</sup> and browser<sup>2</sup>. The information that Addisville Church collects helps us to provide information and service to you. We may combine information from other sources with the information that we collect.

#### 2. What does Addisville Church do with the information that is collected?

Any information that you provide to Addisville Church or that is obtained through this web site may be used for church purposes. Addisville Church will not sell, rent, or lease your personal information to commercial entities. Addisville Church will not disclose your name, address, e-mail address or phone number without your express consent, unless disclosure is necessary to comply with laws or relevant legal proceedings.

Addisville Church may offer services to you such as chat rooms, message boards, or other similar discussion forums. Please be aware that any information you divulge in these areas is deemed public information and is not protected.

### 3. What are "cookies" and how does Addisville Church use them?

Cookies are information that a web site transfers to an individual's PC for record-keeping purposes. Cookies can save your preferences when you are at a site. The use of cookies is an industry standard and most major web sites use them.

Addisville Church may use cookies to help us see which areas of our web site are popular and which are not, so that we can improve and update our web site to meet the needs of our users more accurately.

Most browsers (e.g., Safari, Google Chrome, Explorer, Firefox) are initially set up to accept cookies. You can reset your browser to either refuse all cookies or to notify you when you are receiving a cookie and allow you to decide whether or not to accept it.

We do not use cookies to obtain any personal information about you before or after you leave the Addisville Church site.

## 4. How does linking to other sites affect my privacy protections?

As a courtesy, Addisville Church may provide links to other sites that are neither owned nor controlled by Addisville Church. These third-party sites, however, are NOT subject to or bound by the Addisville Church Privacy Policy. Such third-party sites may or may not have their own privacy policies and may or may not collect personal information from you or place cookies on your browser. Addisville Church is not responsible for the privacy policies or any information collection practices of these sites or any damages resulting therefrom.

# 5. What type of security procedures are in place to protect against the loss, misuse, or alteration of your information?

The security of the information that you provide to us is very important to us. Consequently, we have taken measures to protect your information. All transactions involving sensitive information are conducted using a SSL (Secure Socket Layer) connection. This connection provides increased security for the information as it is transmitted to our web site.

## 6. How does Addisville Church protect the privacy of children?

No information should be submitted to or posted on Addisville Church's web site by users 13 years old and younger without the consent of their parent or guardian. If any services or features on the site require registration, a user 13 years old and younger will be required to provide the email of the parent or guardian which will allow us to notify that person that the child has registered for a service or feature. Parental or guardian consent will consist of an email from that person to Addisville Church stating that they are aware that the child is using the web site. Identifying a user as 13 or under is not easy and Addisville Church will not be held responsible for anyone misrepresenting as over 13 when in fact they are not.

# 7. Addisville Church reserves the right to change or amend this policy.

Addisville Church reserves the right to change, amend, or restate this policy.

# 8. Your affirmative consent to Addisville Church's collection and use of personally identifiable information.

By using Addisville Church's website, you are giving us your express consent to use all the information that we collect about you in the manner described in this policy. This includes the release of such information to third parties as described above.

### 9. Questions or Concerns?

If you have questions or concerns about this privacy policy, please contact Addisville Church at: Ourhope@addisville.org.

#### **Footnotes:**

#### 1) IP address definition

An IP address is a unique address that identifies a device on the internet or a local network. IP stands for "Internet Protocol," which is the set of rules governing the format of data sent via the internet or local network.

In essence, IP addresses are the identifier that allows information to be sent between devices on a network: they contain location information and make devices accessible for communication. The internet needs a way to differentiate between different computers, routers, and websites. IP addresses provide a way of doing so and form an essential part of how the internet works.

#### 2) Browsers:

e.g., Safari, Google Chrome, Explorer, Firefox