

## **Privacy Policy for Bethesda on the Bay - Bay Village, OH**

**Staff** - We will list names, church email addresses and church phone numbers. No home phone, home email addresses or home addresses will be listed. It is important that people are able to contact the staff and that access is primarily through Bethesda on the Bay's church office.

**Church Members** - We will list names and church email addresses for those members who are a contact for an organization or event being covered on the website. We will not list home phone numbers or home email addresses unless posted in a secure area with password access only. We will not put our church directory on the website. A printed church directory is available in the church office to church members only.

**Youth**– We will not list full names, only first name if necessary. If a full name is requested, special permission from the parents/guardian will have to be obtained. We will not list personal email addresses or home phone numbers. This is to protect our youth from those dangerous people that may use the internet to contact and take advantage of young people.

**Photographs** - This site and other publications distributed to the general public will often post photos of people involved in activities related to our church. Including these photos is a privilege for us, and we intend to respect it and honor it. We will try not to post anything that would be embarrassing, objectionable, or hurtful to anyone. These photos may include members and non-members, and take place within or outside the church property. We do not intend to specifically identify any person, adult or child, in a photograph without their specific permission – exceptions may include church staff. Upon request, we will gladly provide credit to the photographer, and we will certainly honor any copyright wishes or restrictions. We will gladly remove any photograph immediately upon request.

**Website** – The only personal data Bethesda on the Bay collects through

this website is the information you give us when you use our site (For example: prayer request, email address etc...) Bethesda on the Bay uses this information for the purposes for which it was collected, to improve the functionality of our website, and to improve our programs and services. Bethesda on the Bay may share personal information as required by law enforcement. In addition to the information you provide when you use our website, many website use technology to collect anonymous information using session tracking cookies. A cookie is a small piece of information which is sent to your browser and stored on your computer's hard drive. Cookies do not damage your computer. You can set your browser to notify you when you receive a cookie. This enables you to decide if you want to accept it or not. A "session" cookie expires when your browser window is closed. Currently Bethesda on the Bay does NOT use cookies. Bethesda on the Bay has provided links to other websites for your reference and convenience only. We do not imply any endorsement of the activities of these websites and is not responsible for their data practices. We urge you to review the privacy policy posted on any website you visit before using the site or providing any personal data about yourself.

**Emails-** All emails gathered in the Bethesda on the Bay database will never be sold or knowingly used for non-church communications. All large group emails will be sent via Blind Carbon Copy (BCC) so that personal email addresses cannot be harvested and used for non-church purposes.

**Changes to this Privacy Policy** - We reserve the right, at our discretion, to change, modify, add, or remove portions of the Privacy Policy at any time. As we do not typically use personal information, except as provided for above, we are not in a position to notify each user of material changes in our Privacy Policy. We will post these changes on the website and notify church members. We encourage all to check the Privacy Policy to remain informed of any changes.

**Effective Date** –This version of the Privacy Policy became effective on 10/20/2009.

