

Village Presbyterian Church Member/Donor Privacy Policy

At Village Presbyterian Church we know that our relationship with you is based on integrity and trust. In order to provide good service to you as a member or donor, we collect and use personal information about you. This information is for internal use only, such as producing pledge statements, mailings about church activities, and producing internal reports. The Pastoral Staff also uses this personal information so that they can provide pastoral care as needed and desired. This document describes the Village Church policy and practice on protecting the personal information about our members and donors. It also describes how you can limit the personal information available to the church staff.

Village Protects Your Personal Information By:

- Using security measures that include physical, electronic, and procedural safeguards to protect your personal information from unauthorized access or use.
- Village never permanently collects or stores social security numbers. Social Security numbers may be requested for background checks, school registrations or for mission trips, but will not be retained beyond the immediate use.
- Training Village staff to safeguard personal information and restricting access to personal and financial information to those staff who need it to perform their jobs
- Contractually requiring business partners who may have access to personal information to perform a specific task for Village to safeguard it and use it exclusively for the specific required task or job.

Personal Information Collected by Village

- Information that you provide to us on applications or forms, during conversations with us, during electronic communication with us, or when you visit our website and complete a registration form or request information (for example: your name, address, email address, financial account information, phone numbers, birth dates)
- Information about your transactions with us, such as on-line giving and pledge records
- Information about your volunteer activities at Village
- Information about your activity interests or preferences

We do not share the personal information of our members and donors with any third parties.

Privacy Choices

Village respects your privacy choices. If you prefer that your personal information (phone number, address, email) is not shared in the church's restricted database, you can opt out of such sharing by contacting the Village Office of Information Technology at 913-671-2364.

Approved January 19, 2016 by the Village Presbyterian Church Board of Trustees.