

Policy 8.2: Individual Privacy and Data Security

1. **Summary.** This policy addresses the gathering, use, and safeguarding of personal information and data that individuals provide to the Unitarian Universalist Fellowship of Corvallis (UUFC) or images that are taken by the UUFC.

2. **Purpose.** The UUFC gathers personal information, images, and data about its members, friends, staff, contractors, and renters to facilitate communications, programs, activities, and facility operations.

3. **Definitions:**

“Members” are individuals who are official members of the UUFC according to the UUFC bylaws.

“Friends” are individuals who have provided information, images, or data to the UUFC recorded in our database, but who are not official members.

“Children and youth” are minors who are currently registered for UUFC religious exploration programs, for whom parents or guardians have provided personal information or data to the UUFC.

4. **Policy Statements.**

A. The UUFC gathers only information, images and data necessary to carry out its ministries and programs; protect UUFC members, children and staff; operate its facilities; and comply with state and federal laws.

B. Information gathered is used to maintain communication with members, parents, and friends, provide financial stewardship, and solicit people for UUFC committees, projects and activities.

C. We will protect personal information and data from unauthorized use or disclosure. We will not sell, rent, or transfer personal information we gather to any third party without express permission, except to the Unitarian Universalist Association and its sub-organizations.

D. The Communication and Publicity Committee, working with committees, staff and individuals affected by this policy, will create procedures to implement this policy. The procedures will be reviewed annually by the committee. If necessary, the committee will recommend changes to this policy to the Board of Trustees.

E. An opt in/opt out process will be provided to members, friends, and parents of children and youth before personal information, images, or data are posted online or published.

This policy approved by the Board of Trustees on May 30, 2012.

Revised by the Board of Trustees October 13, 2014.

Unitarian Universalist Fellowship of Corvallis, Inc.

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A handwritten signature in blue ink that reads "Kyle Jansson". The signature is written in a cursive style with a vertical line to the left of the first few letters.

Kyle Jansson, UUFC President