

CHURCH DATABASE POLICY

UUCN uses personal data about individuals for the purpose of general church administration, communication and to serve as a resource to support the various ministries of the church. UUCN recognizes the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, electronically or other media, will be subject to the appropriate legal safeguards.

1. Maintaining Confidentiality

UUCN will treat all personal information as private and confidential and not disclose any data to anyone other than the leadership, staff and designated volunteers of the church in order to facilitate the administration and day-to-day ministry of the church.

All UUCN volunteers who have access to personal data will be required to sign a Volunteer Confidentiality Agreement.

There are four exceptional circumstances to the above as permitted by law:

1. Where we are legally compelled to do so.
2. Where there is a duty to the public to disclose.
3. Where disclosure is required to protect an individual's interest.
4. Where disclosure is made at an individual's request or with their consent.

2. Use of Personal Information

UUCN will use personal data for four main purposes:

1. The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, maintaining financial records of giving for audit and tax purposes, etc.
2. Contacting members and friends to keep informed of church activities and events.
3. Statistical analysis; gaining a better understanding of church demographics.
4. Generating a Church Pictorial Directory

3. Database Access

Access to information contained in the database is outlined in this section.

1. Access to the database is strictly controlled through the use of passwords, which are selected by the individual.
2. . People who will have access to the database include UUCN Church Staff, Board of Trustees Officers (President, Vice-President, Treasurer and Clerk),

Stewardship Team, Music Team, Auction Team, Outreach Team, office volunteers as specified by UUCN Staff and UUCN members.

3. Access is controlled by the Church Administrator and other specified administrators. These are the only people who can grant user permission and set controls for what can/can't be seen by users.

4. All access and activity in the database is logged and can be viewed by the database administrators.

5. Subject Access – all individuals who are the subject of personal data held by UUCN are entitled to:

- Ask what information the church holds about them and why.
- Be informed how to keep individual information up to date.
- Able to change own pledge information (amount and how paid)

6. Personal information will not be passed on to any third parties

7. Submission of information to the database is voluntary.

8. The database access list will be reviewed annually by staff to remove volunteers who no longer require access and change user roles as members leave the congregation.

9. Directory requests will go through the church administrator who is highly aware of phishing scams and will scan the request to ensure the directory is not given to third parties or scammers. Any user who receives a request for the directory should forward it to the church administrator.

3. User Roles

1. Member role: User access is automatically given to congregants upon becoming a member. The church administrator will set up an account and an email with login information will be sent to the new member.

- Member access grants members the ability to view their own profile, view previous form entries, view the events calendar, sign up for volunteer roles, update their payment information and view the church directory.

2. Friends role: Friends of the congregation may be given user access upon request. Friends requesting access should contact the church administrator.

- Friend access grants friends of the congregation the ability to view their own profile, view previous form entries, view the events calendar, sign up for volunteer roles and update their payment information.

3. Volunteer Roles: Certain volunteer roles are given specified access per role and must sign a confidentiality agreement per section 3.2 of this policy. Access is removed upon leaving these roles.

4. If at any point a user needs access to their account, such as password change, they should reach out to the church administrator.

If there are any issues related to the confidentiality of any database information, and whether it should be provided to a church leader at their request, the issue should first be addressed to the Minister. If the leader requesting the information is not satisfied by the Minister's decision on disclosure, or the Minister recuses themselves, the issue shall then be resolved by the Board of Trustees. Nothing in this policy shall be construed to require the Minister to divulge any information given to them in confidence by a Member, Friend, Visitor or any other individual.

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