

PRIVACY/PERSONAL INFORMATION

This policy governs the use of personal information of members, friends and visitors by the Unitarian Universalist Congregation of Asheville in regular operations, on our website at uuasheville.org, and for purposes of publicity both online and in print.

General Policies

Personal Information

Personal identifying information about our members and friends, such as email addresses and other contact information, is collected on a voluntary basis. Any information that we collect and that you provide is strictly used to extend the ministry of our church. We do not sell, lease, or distribute any information to any commercial entities. Other members and friends will have access to our directory and may use the personal information you have provided to contact you.

If you are or become a member of our congregation, your contact information will be shared with the Unitarian Universalist Association (UU) to enable your free subscription to *UUWorld* magazine. You may opt out by informing the Database Administrator.

Our website, uuasheville.org, may be visited without submitting any personal identification information. Users may voluntarily submit email addresses or other personal identifying information to take part in an activity via the website, such as to sign up for a mailing list or request information. We will not sell or rent personal information collected via the website to any organization, including UU organizations.

The names of members and friends may be mentioned on the website and in promotional materials, particularly in articles in the newsletter. Examples include Board members, group leaders, teachers, and worship service leaders or participants. In order to protect the privacy of these individuals, personal identification information, such as phone numbers and addresses, will not be included with these names without explicit permission. Email addresses WILL be included unless expressly requested to be withheld.

REALM is a password-protected area of our website. It includes personal identification information but is only accessible to members and friends who have registered themselves AND been approved by the Database Administrator.

Use of Photographs

Photographs of church activities will be posted on our website and used occasionally in other promotional materials. Personal identification information such as names will not be associated with any photograph unless identification is warranted and permission of the individual or parent (guardian) of the person photographed has been obtained.

The registration process for children and youth in religious education classes includes a photo release. If you are the parent or guardian of a child/youth whose image should not be used, please be sure to indicate that on your registration form. Additionally, if you see a photograph of yourself or your child that you prefer not to be included on the website, or if you would like to insure that no photo of you or your child is used for these purposes, please contact us.

Website Policies

Tracking Website Use

Our website software automatically gathers information from your browser and may set a cookie to determine trends in peak activity, determine the number of visitors, track the frequency that individual pages are accessed, and to ensure our links are working properly. For each visitor to our website, our website hosting server automatically recognizes the visitor's domain name, IP (Internet Protocol) address, and browser software. It may also recognize the operating system and the site from which the visitor linked to us. It does not harvest email addresses or other personal information. This tracking information is not shared with other organizations. We do not employ spyware or adware of any kind.

Links to Third Party Sites

This web site contains some hyperlinks to websites operated by parties other than uuasheville.org, for your reference only. The inclusion of hyperlinks to other websites does not imply any endorsement of the material on these websites or any association with their operators. Most of these types of links will be found in archived electronic newsletters.

Information Accuracy

The Unitarian Universalist Congregation of Asheville will make every effort to ensure that the information presented on our website is accurate. If inaccuracies occur, we will make every effort to correct them in a timely manner. To report any website inaccuracies or for questions about these policies, please contact the Director of Administration.

Ownership

This website is owned and operated by the Unitarian Universalist Congregation of Asheville, which is entirely responsible for its content.

Revision History	
Responsible Staff Member: Director of Administration	
Date	Description of revision
January 2016	Created
February 2019	Reviewed, minor word changes