

**BACKGROUND**

There are ongoing concerns and risks around web sites and privacy. We as a church community and public organization need to establish policies that protect individuals that have a presence on our website.

**POLICY**

**Best Efforts**

Note that Bethel Lutheran Church relies on volunteers for much of the communications and day-to-day operations. We will make best efforts but church member need to understand that they are best efforts and not guaranteed.

**Identifying Minors under 18**

Our website will not identify any minor under 18 by their last name in a public area they may be identified by names and last initial only. In areas of the website where a login and password is required they may be identified by first and last name. Photographs are permissible as long as the minor is not fully identified and an “opt-out” request is not in place.

**Personal Contact information**

Personal contact information includes address, phone, and electronic contact data. Contact information for members will only be available in member’s only areas of the website. Exceptions to this may be made were a specific need is established, in those cases the individual should make a request to the communications team or the communications contact on the team that they are working on.

**Opt Out**

Opting out means that individuals and parents or guardians of minors may request that their photographs and personal information not appear on the public areas of our website. Note that this will include other documents such as the Bell Tower, Prayer Chains, Church Bulletins and others. Requests will be kept on file in the church office and a list of individuals with “opt-out” requests will be made available to the communications team, communications points of contacts, and the web site.

**Protected areas**

These restricted areas of the web site will require a user id and a password. These ids will be granted to members of the church. There will be no shared ids for users. When members leave the congregation the user id will be disabled. For non-members a request must be made to the Pastor or the communications team, the request must include contact information and a justification for the request. Upon approval by the pastor or the communications committee the user id will be added to a list of non-member ids. This list of users with non-member access should be reviewed once a year. The member user id list should be reviewed every other year.

Name:	<u>Web Privacy [CE-WebPrivacy-20100511]</u>		
Submitted by:	<u>Art Freas</u>	Status:	<u>Approved</u>
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