

IMMANUEL UCC PRIVACY POLICY

Immanuel UCC is concerned about and respects the privacy of its members and friends, and its partners in ministry in Langenholzhausen, Germany¹. In a world where information is a marketable commodity, Immanuel UCC seeks to honor and protect the information entrusted to it, while, at the same time, recognizing that a certain amount of information sharing is a normal and necessary part of church life.

1. Names

The names of church members, partners, and friends are, of course, vital information for church life and activities. Members' names will be freely shared within the normal arenas of church life.² Beyond that, however, the pastor and other church leaders will use their discretion in revealing and/or sharing members' names. Members' names are published in a membership directory.

2. Addresses

The addresses of church members, partners and friends are vital information within the normal arenas of church life. The Pastor and other church leaders will use their discretion in revealing and/or sharing members' addresses. Members' addresses are published in a membership directory.

3. Telephone Numbers

The telephone numbers of church members, partners and friends are also vital information within the normal arenas of church life. Church members, partners, and friends, however, may wish to have their telephone number unlisted. In this case, the number will be recorded for use by the church secretary and Pastor only. It will be made available within the church on a "need to know" basis, and/or with previous permission from the member. The member's unlisted telephone number will not be published in a membership directory unless prior permission is secured.

4. Email Addresses

The church does not regularly collect email addresses. Occasionally, however, a member, partner, or friend, may give the church the use of an email address to facilitate communications within a church committee or project, or for the purpose of timely transmission of church events and announcements. These email addresses will not be published in a church directory unless the individual member, partner, or friend grants permission. Email addresses will not be shared or distributed beyond the provisions described above.

5. Financial Information

Only the church Treasurer(s), who will be properly bonded and instructed in this Privacy Policy, will know all members', partners' and friends', financial information recorded and collected by the church. Occasionally, the church's Consistory may request financial information from the treasurer. Such information will be given anonymously and/or in general terms only. Members', partners' and friends financial information will not be shared or distributed beyond the limitations of the provision described above.

6. Church Records (Baptism, Marriage, Death, etc.)

Immanuel UCC routinely records a member's, partner's, or friend's participation in the Sacraments and rites of the Christian faith as practices within the congregation. Such information is already a matter of public record, and thus is freely shared within the normal arenas of church life. The Pastor and other church leaders will use their discretion in disclosing this information beyond that.

¹ Our partnership with the Evangelical – Reformed Church of Langenholzhausen, Germany, is a treasured and special part of our church's ministry and identity. The information that we hold regarding our partners from Langenholzhausen will also be covered by this policy. Because of this unique relationship, Immanuel's Pastor and members are often approached by others outside the church via email, postal mail and telephone seeking information regarding genealogy. In these instances, Immanuel's Pastor and members will not disclose specific information regarding our Langenholzhausen partners, such as email postal addresses, or telephone numbers. Instead, they will offer to forward the request directly to our Langenholzhausen partners who may, at their own discretion, respond to the request.

² **"Normal arenas of church life"** is defined as the local church, the Northeast Wisconsin Association UCC, and the Wisconsin Conference, UCC.