

CUCC Policy Respecting Online Privacy

In order to be a safe place for all and to practice the joyful hospitality of a community online, Community United Church of Christ makes the following commitments from this date forward.

You are family. We will endeavor to portray you in a way that shows our respect for you. You can at any time ask to have a photograph or recording of yourself removed from our online materials; contact the Communications Manager.

You are family. If you have specific privacy concerns for yourself or your child, please let us know what steps you would like us to take to protect your privacy.

The communications staff and volunteers are your family, too. We will do our best to implement these policies. Should we make an error, we will remedy it as soon as possible.

We recognize that Community UCC's people are adept at using social media. Our policy is not binding on our members in their personal online accounts.

In our publicly visible online media

(examples: CUCC News and Events, website, and social media)

Photographs

Minors (people younger than 18): We will post photographs of minors only if one parent/legal guardian has provided signed permission. We will not associate a minor's name with their photograph unless given written permission by the parent for that instance.

Adults: If you are at a Community UCC event and do not want your photograph to appear online, it is your responsibility to tell the photographer or Communications Manager.

Contact information

If you submit an item for publication which includes your contact information or address, we will assume you want us to include it with the item.

Livestream and recordings

CUCC's worship services and other special events are livestreamed and recordings are placed on our website automatically. Individuals are named aloud and in associated print material like the order of worship. We will do our best to provide options for those present to participate while remaining off camera. If you have concerns about your privacy in our livestream and online recordings, speak to the Communications Manager.

In our password-protected online material
(example: Breeze database)

CUCC maintains a password-protected online database that all congregants are invited to enjoy. You may request to have your name and contact information omitted from the sections of Community UCC's online database which are visible to Community UCC people. Contact the the Communications Manager to request exclusion.

Approved by Council May 2023

Implementation steps:

This policy will be placed on all of Community UCC's online platforms.

The privacy list of minors and adults requesting omission from CUCC's online presence will be maintained by the Communications Manager in a live, online, limited-access file for use by staff and online administrators. The Children's Education Coordinator and Associate Pastor will collect from new families and renew annually for all families photograph permission forms for minors, entering the names of excluded minors into the file in a timely manner. The Communications Manager will enter names of special privacy requests from adult members.

Policy Implementation date – Present to Council for approval at the May 2023 meeting