

## Friendship Church Data Privacy Policy

Owner:	Lead Pastor
Effective Date:	July 1, 2020
Latest Revision Date:	July 1, 2020

The security of our attendees' and visitors' data is of crucial importance. We never sell or share your individuals' information with third parties.

The applications we use for electronic data storage use industry standard 256-bit encryption to protect our communication with its servers. Our data is backed up each night at a secure data center, where the employees undergo background checks. Additionally, the online giving products we use are Level 1 PCI Compliant. This means that they've earned the highest level of accreditation possible for online giving security. The company's General Data Protection Regulation policy is available for review upon request. We hope this exemplifies our commitment to data privacy and the security of sensitive information.

Physical (non-electronic) data may be stored in a variety of forms including photographs, film, optical media (e.g. CDs & DVDs), magnetic media (e.g. audio and video tapes or computer storage devices), artworks, paper documents or computer printouts.

All physical data collected by Friendship Church is kept in secure storage, such as a locked storage room or locked filing cabinet within the church or church offices. Only the Lead Pastor and Associate Pastor have access to this information.

### **Who does this policy affect?**

This Privacy Policy applies to all visitors to, and users of, Friendship Church ("FC," "our," "us," or "we") websites ("website"), applications and ministry services (collectively, "Friendship Church ministries").

### **Why did we create this policy?**

We collect information from and about users of Friendship Church ministries. This Privacy Policy defines the types of information we may collect from you, or that you may provide, and our practices for collecting, using, storing, protecting, and sharing that information.

## **What is “Personally Identifiable Information” or PII?**

PII means any information that may be used to identify you, such as your:

- First and last name
- Age
- Gender
- Postal or e-mail address
- Phone number
- Other contact information, certain health information, or other personally identifiable information under an applicable law such as the Health Insurance Portability and Accountability Act (“HIPAA”) or an equivalent State law governing the use or disclosure of health information.

## **What is “Protected Health Information” or PHI?**

PHI is information related to your physical or mental health, such as medical history, family history, medical diagnosis, health background, current health status, age, gender, sexual behavior and sexual orientation, demographic information (such as race, ethnicity, marital status, salary, education, political, religious, and trade union information).

FC respects the privacy of all individuals receiving FC ministry services and is committed to protecting privacy by following this Privacy Policy. We understand that PHI and PII are private, and we are dedicated to keeping this information accessible, confidential, and consistent. Individuals may request their data be deleted from our systems at any time by emailing the request to [info@fcfrisco.org](mailto:info@fcfrisco.org)

If you have questions, email us at [info@fcfrisco.org](mailto:info@fcfrisco.org) or call us at 469.252.2915.

## **How do we manage this policy?**

This policy is posted on the FC websites and stored electronically. The Lead Pastor serves as the Privacy Officer and will review and update, if necessary, this policy at least once a year.