



**NEW COVENANT**  
UNITED METHODIST CHURCH

Policy: Digital Privacy  
Owner: Administration  
Rev. 03.01.2021

New Covenant UMC is committed to protecting the personal information and right to privacy of our congregants.

**SCOPE:**

The Digital Privacy Policy includes information on types of information we collect, how that information may be used and the rights of a congregant in relation to that information.

**GENERAL POLICY PROVISIONS:**

1. New Covenant UMC collects information any time any person enters information into our site including but not limited to
  - a. Creating an account
  - b. Making a financial contribution or other donation
  - c. Registering for a class/program
  - d. Signing up for digital communications
  - e. Responding to surveys
2. Personal information should be true, complete and accurate.
  - a. Personal information collected is for church use only.
    - i. Data may be shared with New Covenant's third-party vendors, service providers, contractors or agents who perform services for NCUMC
  - b. Congregants may request access to information collected about them personally
    - i. may choose to opt-out of receipt of announcements or other specific types of information.
3. Personal computer hardware and software information may be automatically collected.
  - a. IP address
  - b. Browser type
  - c. Domain names
  - d. Access times
  - e. Referring Website addresses
4. Contact info may be provided to leaders of classes, that a congregant has enrolled in. This includes photo, email, phone, and possible address.



## NEW COVENANT UNITED METHODIST CHURCH

### Digital Privacy Disclaimer Rev. 03.01.2022

Thank you for choosing to be part of our community at New Covenant United Methodist Church ("NCUMC", "we", "us", or "our"). We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about our policy, or our practices with regards to your personal information, please contact us at [ncumc@ncumcfl.com](mailto:ncumc@ncumcfl.com).

When you visit our websites <https://www.ncumcfl.com> and <https://ncumcweb.myshelby.org>, and use our services, you trust us with your personal information. We take your privacy very seriously. In this privacy policy, we seek to explain to you in the clearest way possible what information we collect, how we use it and what rights you have in relation to it. By using our site, you consent to our Privacy Policy as detailed below:

#### Information security practices

We and our website hosting providers employ a variety of security measures in our data centers and hosting facilities to protect against the unauthorized access, theft, loss, misuse, or alteration of information we collect from you.

#### Personal information collection

We collect information from you when you create an account, make a donation, register for a class/program, sign up for a newsletter, respond to a survey, or any time you enter information into our site. Users can visit the site anonymously, with the understanding that our servers do collect IP address information.

In order to complete the purposes of your visit to our site, you might be asked to enter your name, email address, address, phone number, credit card information or other details. NCUMC may also collect anonymous demographic information, which is not unique to you, such as your age and gender. We may gather additional personal or non-personal information in the future. All personal information that you provide to us must be true, complete and accurate, and you must notify us of any changes to such personal information.

We may use the information we collect from you in the following ways: • To complete the purposes of your visit. • To send emails regarding your account, donation, registration, etc. • To send periodic email newsletters you requested. • To follow up with you after correspondence with us.

Information about your computer hardware and software may be automatically collected by NCUMC. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the NCUMC website.

### Information of minors

NCUMC follows the Florida UM Conference Child Youth and Protection Policy regarding the privacy of children and minors. Protecting the privacy of the very young is important to us. In order to protect children, we will not post full names, addresses, or phone numbers of minors in the public areas of our website. First names may be used. Photos of groups of children participating in events may be posted from time to time. We request parents with minor children to approve a Video/Photo release.

### Use of your Personal Information

Any information collected is for use by the church. We do not sell, trade, or otherwise transfer to outside parties your personal information. This does not include website hosting providers and other parties who assist us in operating our website, conducting our business, or serving our users, so long as those parties agree to keep this information confidential. NCUMC may also use your personally identifiable information to inform you of other products or services available from NCUMC and its affiliates. NCUMC may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered. NCUMC does not sell, rent or lease its customer lists to third parties.

NCUMC will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on NCUMC or the site; (b) protect and defend the rights or property of NCUMC; and, (c) act under exigent circumstances to protect the personal safety of users of NCUMC, or the public.

### Vendors, Consultants and Other Third-Party Service Providers.

We may share your data with third party vendors, service providers, contractors or agents who perform services for us or on our behalf and require access to such information to do that work. Examples include; payment processing, data analysis, email delivery, hosting services, customer service and marketing efforts. We may allow selected third parties to use tracking technology on the Services, which will enable them to collect data about how you interact with the Services over time. This information may be used to, among other things, analyze and track data, determine the popularity of certain content and better understand online activity. NCUMC is not responsible for the privacy statements or other content on websites outside of the NCUMC website. Unless described in this Policy, we do not share, sell, rent or trade any of your information with third parties for their promotional purposes.

### Information Security

We aim to protect your personal information through a system of organizational and technical security measures. We have implemented appropriate technical and organizational security measures designed to protect the security of any personal information we process. However, please also remember that we cannot guarantee that the internet itself is 100% secure. Although we will do our best to protect your personal information, transmission of personal information to and from our Services is at your own risk. You should only access the services within a secure environment.

### Access to your information

Upon request we will provide you with access to all information that we have collected about you. You may obtain and correct this information by sending a request to us at [ncumc@ncumcfl.com](mailto:ncumc@ncumcfl.com) so that we may take action, in regards to such information.

#### Opt-Out & Unsubscribe

We respect your privacy and give you an opportunity to opt-out of receiving announcements of certain information. Users may unsubscribe at any time from these communications.

#### Privacy policy changes

We may change this policy from time to time. If we do, we will post the new policy here.

Any questions about our website, inquiries about copyrighted material, or concerns about this policy disclaimer, should be directed to: New Covenant United Methodist Church 3470 Woodridge Drive The Villages, FL 32162 Email: [ncumc@ncumcfl.com](mailto:ncumc@ncumcfl.com) Phone: (352) 750-4529

5. NCUMC follows the Florida UM Conference Child Youth and Protection Policy regarding the privacy of children and minors.
6. NCUMC has implemented appropriate technical and organizational safety measures to protect the security of personal information processed.
7. The Digital Privacy Disclaimer will be included on the NCUMC website for review by all persons utilizing the site.

Policy approved as written and witnessed by signatures of Director of Administration and SALT Chairperson.

Anne Forto Hill

Printed Director of Administration

[Signature] 3/15/22

Signature Director of Admin. Date

J. R. Korthling

Printed SALT Chair

[Signature] 3/15/2022

Signature SALT Chair

Date