

Privacy Protection Policy for Social Security Numbers of Volunteers

FAITH BAPTIST FELLOWSHIP

I. Objective

Faith Baptist Fellowship (the “Church”) adopts this Privacy Protection Policy for Social Security Numbers of Volunteers, the objective of which is to secure and protect any social security numbers in the Church’s possession or in the possession of a third party with whom the Church shares or will share the numbers.

II. Policy

When the Church requests that a volunteer provide the volunteer’s social security number in the regular course of the Church’s business or in the provision of services, it is the Church’s policy to use reasonable physical, technical, and administrative measures designed to protect the confidentiality of such numbers, prohibit their unlawful use or disclosure, and limit access to them. When disposed of, this information is shredded, destroyed, erased, or otherwise sought to be made unreadable.

III. Implementation

A. To protect the privacy of volunteers who provide social security numbers and to manage its records and record systems responsibly the Church will:

- a. Collect only those social security numbers that are necessary for a legal or business purpose, and retain them only as long as necessary for that purpose. No other use of social security numbers shall be permitted.

- b. Ensure the security and confidentiality of social security numbers in Church-owned and contracted-for systems and databases.
- c. Limit access to records and record systems containing social security numbers to those who have a job-related and business need to know this information.
- d. Dispose of records containing social security numbers in a secure and responsible manner.
- e. Periodically review both paper and electronic records to ensure that stored social security numbers no longer needed are eliminated from files and electronic record systems.
- f. Not disclose a volunteer's social security number to an entity outside the Church unless required by law or after obtaining consent of the volunteer.

B. Social security numbers in their entirety maintained in Church records or record systems will not be:

- a. Used as the primary account number or identifier for a volunteer.
- b. Publicly displayed in either paper or electronic format.
- c. Visibly printed on identification cards or badges.
- d. Accessed or stored on any personally owned device.
- e. Used, transmitted, or stored on records, record systems and electronic communications that are not encrypted or secure.

C. The Church shall:

- a. Provided a copy of this policy to any volunteer who has been requested to provide the volunteer's social security number of the Church.
- b. Make a copy of this policy available in printed form, upon request.

IV. Responsibility

It shall be the responsibility of the Elder Council of the Church to see that this policy is carried out.

Date Adopted: 02/05/2024

Date(s) Revised: