

# **Privacy Policy - Online Member Directory**

This Privacy Policy explains how Grace Presbyterian Church, PCA, 4950 E Camino Segundo, Sierra Vista, AZ 85650, collects, uses and protects the personal information of its members through its membership directory. This policy applies to all members who have provided their personal information to Grace Presbyterian Church for inclusion in the membership directory.

## **1. Collection of Personal Information**

The membership directory contains personal information such as names, addresses, phone numbers, email addresses, birthdays and anniversary dates. This information is collected directly from members of Grace Presbyterian Church who have voluntarily provided this information to be included in the directory.

## **2. Use of Personal Information**

The personal information collected in the membership directory is used solely for the purpose of communicating with members of Grace Presbyterian Church and facilitating member connections. This includes sending newsletters, event invitations and other important updates related to Grace Presbyterian Church.

## **3. Protection of Personal Information**

Grace Presbyterian Church takes the protection of personal information very seriously. All personal information collected is stored on secure servers, and access to this information is limited to authorized individuals who require access to perform their duties. Additionally, all access to the membership directory is controlled by the directory administrators.

## **4. Access to Personal Information**

Members of Grace Presbyterian Church may access their own personal information in the membership directory through a mobile app or members' website that they create a unique login for. Only authorized members who are vetted by the directory administrator(s) will be granted access to the directory.

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### **5. Sharing of Personal Information**

Grace Presbyterian Church will not share any personal information collected in the membership directory with any third parties without the explicit consent of the individual member.

### **6. Retention of Personal Information**

Personal information collected in the membership directory will be retained for as long as the individual remains a member of Grace Presbyterian Church, and for a reasonable period thereafter.

### **7. Changes to Privacy Policy**

Grace Presbyterian Church reserves the right to modify this Privacy Policy at any time without prior notice. Members will be notified of any changes made to the policy via email or other appropriate means.

### **8. Contact Information**

If you have any questions or concerns regarding this Privacy Policy, please contact Grace Presbyterian Church via email to [office@gpcsv.org](mailto:office@gpcsv.org), or by phone to 520-458-0034.