



Privacy Policy for Beacon Unitarian Universalist Congregation in Summit

This policy governs the use of personal information of members, friends and visitors by Beacon in regular operations, on our website at summitbeacon.org, and for purposes of publicity both online and in print.

General Policies

Use of Images We believe that the use of images of congregational activities and events is a valuable tool in creating an accurate, attractive and relevant on-line representation of Beacon. Photographs and videos of church activities may be posted on our website, used in social media, and printed in our newsletter or other promotional materials. Adults not wishing to be photographed should notify Beacon office in writing. Personal identification information such as names will not be associated with any photograph unless identification is warranted and permission of the individual of the person photographed has been obtained. However, the following images can be posted without prior written permission of the person depicted:

Photographs of staff members for biographies

Photographs of staff members leading or attending a Beacon event; and

Photographs and full names of Board of Trustees members of the church currently serving. In the case of minors (children under 18 years) no photographs or videos will be posted or printed without the written permission of the parent(s), including both custodial parents in the event of a divorce or separation. Consent forms will be collected annually through the Religious Education program; parent/guardian consent will be on file for all minors shown in pictures. No names or other identifying information will be posted in association with photos of minors.

Website Policies

Contact Information Personal information about members of Beacon shall not be disclosed on public portions of this site except as determined necessary by the Board of Trustees or the staff of Beacon, and then only by permission. Specifically: •

No names are used, other than staff, without permission; •

1 No names of minors will be used under any circumstances; and • Email addresses are not to be posted without specific permission.

The following information can be posted without prior written permission of the person depicted or described: •

Names, office phone numbers, and extensions of staff persons; • persons;

Narrative descriptions of events which contain the names of staff•

Staff-provided biographical information for publicity purposes; • First and/or last names of adult members when those members are designated as a contact

person for a Beacon event or activity; and • Descriptive announcements of Beacon-sponsored events that contain the names of persons in a leadership role, for example, a visiting speaker, musician, author, or local dignitary.

Website Use by Children Children under age 13 should obtain their parents'/guardians' permission to access the UCS website and to send any personal information (such as name, address, email address, etc.) via our website or anywhere else on the internet. UCS encourages parents to get involved with their children's online usage and to be aware of the internet activities in which they are participating. See COPPA (Children's Online Privacy Protection Act, <http://www.coppa.org/coppa.htm>).

Tracking Website Use Our website software automatically gathers information from your browser and may set a cookie to determine trends in peak activity or the number of visitors, to track the frequency that individual pages are accessed, and to ensure our links are working properly. For each visitor to our website, our website hosting server automatically recognizes the visitor's domain name, IP (Internet Protocol) address, and browser software. It may also recognize the operating system and the site from which the visitor linked to us. It does not harvest email addresses or other personal information. This tracking information is not shared with other organizations. We do not employ spyware or adware of any kind.

Links to Third Party Sites This website contains links to other websites that are not owned or controlled by Beacon. These links are provided for your reference only. Beacon is not responsible for the privacy practices or content of other websites. The inclusion of hyperlinks to other websites does not imply an endorsement of the material on these websites or any association with their operators.

Information Accuracy Beacon will make every effort to ensure that the information presented on our website is accurate. If inaccuracies occur, we will make every effort to correct them in a timely manner. To report any web site inaccuracies, contact webmaster@ucsummit.org. 3

Ownership This Website is owned and operated by The Unitarian Church of Summit, which is entirely responsible for its content. This Privacy Policy is a living document and may be changed or updated from time to time. If we make material changes to this policy, we will notify you by email or by means of a notice on our home page. If you have any questions about our Privacy Policy, you

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can contact us at: church in Summit, New Jersey

The Unitarian Church

4 Waldron Avenue

Summit, NJ 07901 908) 273-3245 ebmaster@ucsummit.org

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Policy Adopted by the Board of Trustees of The Unitarian Church in Summit, June 20, 2011