

Bethlehem Lutheran Church

# Privacy Policy



**Bethlehem Lutheran Church** is committed to protecting the privacy of our website users. By using the pages on this site, you are accepting the practices described in the Privacy Policy.

**If our policy practices change in the future,** we will let you know by posting the policy changes on our website. However, we will treat all personal information we collect in accordance with the privacy notice in effect at the time the information is collected. Purpose of this policy

**The purpose of this policy** is to explain the types of information Bethlehem Lutheran Church may gather about you, how we may use that information, whether we disclose it to anyone, and the choices you have regarding our use of, and your ability to change or correct, the information.

**Bethlehem Lutheran Church** does collect personally identifiable information from individuals unless they provide it to us voluntarily and knowingly through a Registration process for an event or upon the user making a donation.

**The financial and personal** information is stored in electronic and hard copy files. This includes personal details and financial transactions concerning online event registrations, donors and donations,

**Although some of this information** can be located in public records, we treat other information as proprietary, sensitive and/or confidential. All employees of Bethlehem Lutheran Church are required to sign a confidentiality agreement annually, pledging their individual commitment to safeguard your personal information.

**When you visit a website,** you disclose certain information, such as your Internet Protocol (IP) address and the time of your visit, this site, like many other sites, records this basic information about visits to this site.

**Credit card transactions** For your convenience, Bethlehem Lutheran Church is pleased to accept a number of major credit cards for the payment of events and charitable contributions in support of our ministry. Bethlehem Lutheran Church does not keep your credit card information on file. We take reasonable precautions to ensure that all credit card transactions that occur through our website are secure. When you submit your credit card information electronically, that transaction is protected using "Secure Socket Layer" (SSL) encryption to prevent your credit card information from being seen as it travels over the Internet. Our network traffic is monitored to identify unauthorized attempts to access, upload or change information or otherwise cause damage. Unauthorized access is prohibited and punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act. Safeguarding your personal information

**Some pages on our website request** and collect information that personally identifies you or allows us to contact you personally. Information you provide to Bethlehem Lutheran Church may be tabulated for statistical purposes, and those results may be provided to others but you will

never be individually identified in those results. The data may be used to inform you of events and activities in which we think you may have an interest, or it may be used to note opportunities to support the work of Bethlehem Lutheran Church. We may also use the data to evaluate our programs and design future offerings.

**Bethlehem Lutheran Church** website will only collect personal information that you knowingly and voluntarily provide. Although the information collected is used primarily for purposes specified on the submission page, we may add that information to our records and use it to enhance our future contact with you.

**When you provide us with personal information**, we will normally respond to your inquiry or request.. We may also contact you to provide information about activities, programs, or special events we believe may interest you. When we send you such information by email, you will always have an immediate opportunity to modify the frequency of or decline any further such communication. Bethlehem Lutheran Church will not share any of your personal information with any third parties, except as required by law. We do not rent, sell, lend or otherwise provide mailing lists, telephone numbers, mailing addresses or email addresses to other individuals or organizations.

**Use of links** Throughout our web pages, we may provide links to other sites that may contain information of interest to visitors and members of Bethlehem Lutheran Church online community. We take no responsibility for, and exercise no control over, the organizations, views, or accuracy of the information contained on other servers. Creating a text link from your website to our site does not require permission. If you have a link you would like us to consider adding to our site, please send an email to [office@blcmail.org](mailto:office@blcmail.org) with the subject "Link Suggestion."

**Use of text and images** If you would like to publish information you find on our site, please ask permission by sending your request to [office@blcmail.org](mailto:office@blcmail.org). A copyright statement appears at the bottom of pages where text or images are posted on our site with the permission of the original copyright holder. Information about using Bethlehem Lutheran Church logo and images is available upon request. For more information

**If you have any questions or concerns about this privacy policy, please contact us at [office@blcmail.org](mailto:office@blcmail.org).**