

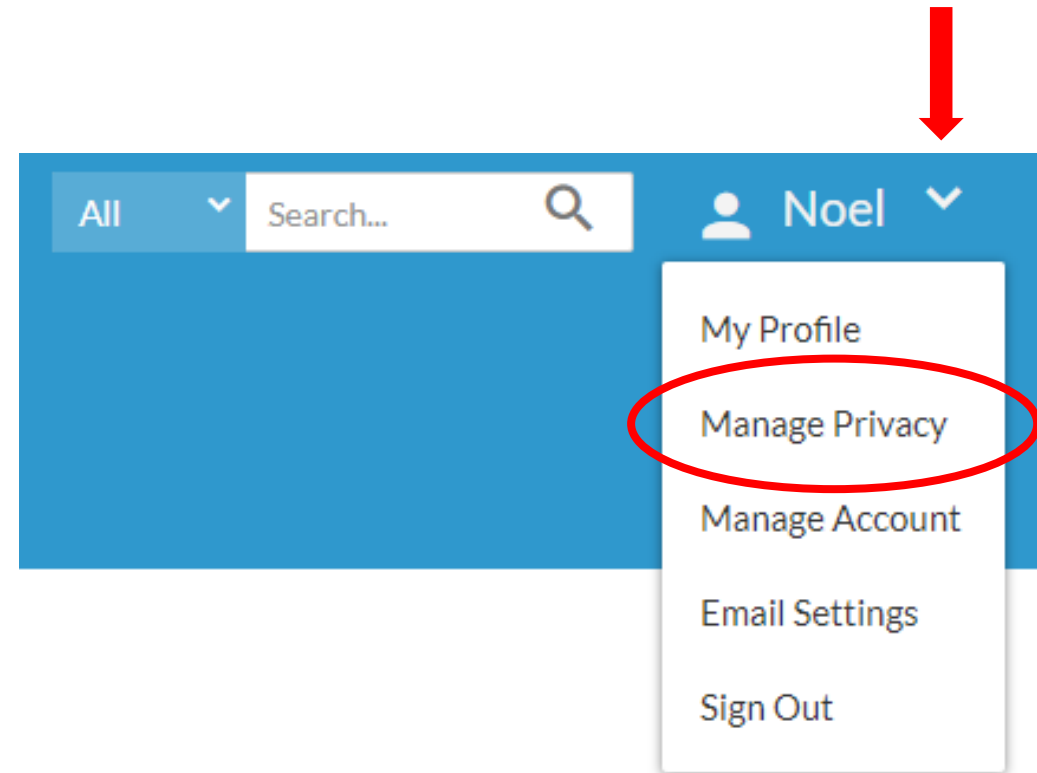
# How To Manage Your Privacy

## Your information is your information.

1. You have **complete control** over who can see your contact and personal information.
2. Contact information is **never public or searchable on the Internet**. Any information you elect to make visible to your church family is always protected behind a login.
3. **Authorized staff** will always have access to your profile information.
4. You and certain authorized staff may update your profile information. In some cases, your group leader may update your contact information if you have made it visible to group leaders.
5. **For safety reasons**, sharing contact and personal information for children under 18 is limited.
6. **Parents determine** whether or not to display their child's name in the church directory.
7. **Children under 13** may not participate and will not be able to sign in.

# How To Manage Your Privacy

In the upper right corner, click on the down arrow and choose **Manage Privacy**.



Let's connect. ✨

# How To Manage Your Privacy

**My Groups + Group Leaders + Staff** is the default setting

your contact and personal information can be seen by:

- Everyone
- My Groups + Group Leaders + Staff
- Group Leaders + Staff
- Only Staff

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- Custom Privacy  
Choose different privacy levels for specific contact fields and personal information.

[Save](#) or [Cancel](#)

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# How To Manage Your Privacy

## Privacy Settings:

### Everyone

Like a church directory listing, **everyone in our church** will be able to see whatever profile information is marked as visible to everyone.

### My Groups + Group Leaders + Staff

This setting means information will only be shared **with the people you are involved with** at church. *This is the default setting.*

### Group Leaders + Staff

You would use this setting if you wanted to keep some profile information hidden from anyone who is not a group leader or on staff.

### Only Staff

This setting effectively removes you from the church directory. Your information will only be available to authorized church staff.

### Custom Privacy

See the next side on how to manage custom settings.

Let's connect. 

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# How To Manage Your Privacy

## Custom Privacy

Choose different privacy levels for specific contact fields and personal information. **For example,** *you are ok with your email and phone number available to those in the church but your address available only to those in your groups.*

your contact and personal information can be seen by:

- Everyone
- My Groups + Group Leaders + Staff
- Group Leaders + Staff
- Only Staff
- Custom Privacy

Choose different privacy levels for specific contact fields and personal information.

[Save](#) or [Cancel](#)

Primary Email Address

noelf@wspc.org

Everyone

Everyone

Groups + Group Leaders + Staff

Group Leaders + Staff

Staff

Let's connect. ✨

# How To Manage Your Privacy

## Family Privacy

A family member with a primary position such as "Primary" or "Spouse" can change privacy settings for other members of the family and opt family members into the church directory.

Birthdays are required for children (as a means to prohibit access), but it's up to you if you want to share the birth date with your church family.