

## **Privacy Policy**

This Privacy Policy explains how Asbury United Methodist Church in Greeneville, Tennessee (hereafter referred to as “Asbury”) collects, uses and protects the personal information of its members, visitors, guests, donors, volunteers, benevolence applicants, day school students/families, and all others who voluntarily provide personal information (hereafter collectively referred to as “Covered Parties”). This policy applies to Covered Parties who have voluntarily provided their personal information to Asbury for its use in facilitating member connections and conducting church ministries including the Asbury Child Enrichment Center (“ACEC”), events, and daily church operations.

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

Asbury uses various electronic systems to maintain its membership directory and related records and to conduct its ministries including Asbury Child Enrichment Center, events, and daily church operations. Using these systems, Asbury collects and maintains personal information from Covered Parties such as names, addresses, phone numbers, email addresses, birthdays and anniversary dates. This information is collected directly from Covered Parties who have voluntarily provided it including through Asbury’s online websites or other means.

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

The personal information collected in Asbury’s electronic systems is used solely for the purposes of communicating with Covered Parties, facilitating member connections, and conducting church ministries including the ACEC, events, and daily church operations. This includes sending announcements, newsletters, event notifications, giving statements, email and text communications, and other important updates and information.

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

Asbury UMC takes the protection of personal information very seriously. Collected personal information is stored on secure servers, and access to these servers is limited to authorized individuals (including church staff, volunteers, and contracted personnel) who require such access to perform their duties. Additionally, all access to the online membership directory is controlled by the directory administrator(s), and access to the online membership directory is provided by invitation only. Covered Parties control which personal information is shared in the online membership directory and may revoke shared information at any time. Please be aware that no data transmission or storage system is 100% secure and Asbury cannot guarantee absolute security, privacy, or confidentiality.

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

Asbury uses an electronic system called “Church Center” to administer its online member directory and to manage church operations. Covered Parties may access their personal information in the online membership directory through the Church Center mobile app or the Church Center website

for which they create a unique login. Only authorized Covered Parties who are vetted by the directory administrator(s) will be granted access to participate in the online member directory.

#### 5. Sharing of Personal Information

Asbury will not share any personal information collected in the member directory or its electronic systems with any third parties without the express consent of the individual Covered Parties for any reason other than the following permissible sharing:

- Asbury utilizes third party vendors for certain business operations such as accounting, information technology support, and software-as-a-service cloud computing systems. Such vendors may have access to Asbury's electronic systems and/or the information collected and maintained in them to provide services and support on behalf of Asbury.
- Additionally, Asbury may share information for legal or safety reasons, if required by law or in situations where it is necessary to protect the rights, property, or safety of the church, its members or others.

Asbury will never sell your information to any third party.

#### 6. Retention of Personal Information

Personal information collected by Asbury will remain active in its electronic systems for as long as Covered Parties remain members or active participants (including donors, guests, benevolence applicants, and others) in Asbury UMC. If Covered Parties become inactive, transfer membership or request to be deactivated in writing, the individual's information will be deactivated and retained in Asbury's electronic system archives indefinitely unless Covered Parties request in writing that their personal information be removed from Asbury's electronic systems. After such a request has been received by Asbury, it will take reasonable efforts to remove such information from its electronic systems unless otherwise required by law. Asbury may automatically inactivate a covered party after six (6) months of no activity. Individuals may unsubscribe to email or text communications at any time by selecting "unsubscribe" (where available) or texting "stop" (where available) or by emailing an unsubscribe request to [info@asburylife.org](mailto:info@asburylife.org).

#### 7. Changes to Privacy Policy

Asbury reserves the right to modify this Privacy Policy at any time without prior notice. This privacy policy is available on Asbury's website.

#### 8. Contact Information

If you have any questions or concerns regarding this Privacy Policy, please contact the church office at (423) 798-1050 or [info@asburylife.org](mailto:info@asburylife.org).