# PRIVACY POLICY FOR PERSONAL CONTACT INFORMATION

At Church at Denver, we are committed to respecting the privacy and confidentiality of our members and attendees. This privacy policy outlines how we handle requests for personal contact information within our church community to ensure that all information is managed responsibly and with care.

#### 1. Protecting Personal Information

We value the trust of our members and are dedicated to safeguarding their personal information. As a general rule, personal contact details (such as phone numbers, email addresses, and home addresses) will not be shared with other members of the church without explicit consent from the individual.

### 2. Member-to-Member Contact Requests

From time to time, members may request contact information for others in our church community. In such cases, the following guidelines will apply:

**Permission-Based Sharing:** Before sharing any contact information, we will always seek permission from the individual whose details are being requested.

**Alternative Communication Methods:** If permission is not obtained, we may offer to relay a message on behalf of the requesting party or suggest using Planning Center's communication features for group-based contact.

**Ministry Leaders:** If a ministry leader reaches out for contact information we will share only if the request is ministry related, and the contact has been shared through participation in that ministry such as registration through an event.

## 3. Public Events and Groups

Church events and small groups provide opportunities for members to connect and share contact information voluntarily. We encourage the development of relationships through these avenues, allowing members to exchange details at their own discretion.

## 4. Privacy in Church Directories

If Church at Denver maintains any form of member directory (whether physical or digital), inclusion in the directory will be for covenant members only, voluntary, and members will have the opportunity to choose which details are made available to others within the church community.

#### 5. Data Protection

All personal information provided to Church at Denver, whether for internal use or administrative purposes, is stored securely in compliance with applicable data protection standards. Only authorized personnel(Staff and Elders) will have access to this information.

#### 6. Questions or Concerns

If you have any questions or concerns regarding our privacy policy or how your personal information is handled, please contact our church office at info@churchatdenver.org, and we will be happy to assist you.

