

## DATABASE POLICY

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The First Unitarian Universalist Church of West Volusia (1UUCWV) uses personal data about individuals for the purpose of general church administration, communication and to serve as a resource to support the various ministries of the church. 1UUCWV recognizes the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, electronically or other media, will be subject to the appropriate legal safeguards.

### MAINTAINING CONFIDENTIALITY

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1UUCWV will treat all personal information as private and confidential and not disclose any data to anyone other than the leadership, staff and designated volunteers of the church in order to facilitate the administration and day-to-day ministry of the church.

All 1UUCWV volunteers who have access to personal data will be required to sign a Volunteer Confidentiality Agreement (TBD).

**There are four exceptional circumstances to the above as permitted by law:**

1. Where we are legally compelled to do so.
2. Where there is a duty to the public to disclose.
3. Where disclosure is required to protect an individual's interest.
4. Where disclosure is made at an individual's request or with their consent.

### USE OF PERSONAL INFORMATION

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UUCWV will use personal data for four main purposes:

1. The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, maintaining financial records of giving for audit and tax purposes, etc.
2. Contacting members and friends to keep informed of church activities and events.
3. Statistical analysis; gaining a better understanding of church demographics.
4. Generating a Church Pictorial Directory

### DATABASE ACCESS

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Access to information contained in the database is outlined in this section.

1. Access to the database is strictly controlled through the use of passwords, which are selected by the individual.
2. Access is controlled by the Church Administrator and other specified administrators. These are the only people who can grant user permission and set controls for what can/can't be seen by users.

3. People who will have access to the database include 1UUCWV Church Staff, Board of Directors (President, Vice-President, Treasurer and Secretary), Stewardship Team, Music Team, Auction Team, Outreach Team and office volunteers as specified by 1UUCWV Staff.
4. All access and activity in the database is logged and can be viewed by the database administrators.
5. Subject Access – all individuals who are the subject of personal data held by 1UUCWV are entitled to:
  - Ask what information the church holds about them and why.
  - Be informed how to keep individual information up to date.
  - Able to change own pledge information (amount and how paid)
6. Personal information will not be passed onto any third parties
7. Submission of information to the database is voluntary.
8. The database access list will be reviewed annually by Board of Directors to remove volunteers who no longer require access.

If there are any issues related to the confidentiality of any database information, and whether it should be provided to a church leader at their request, the issue should first be addressed to the Board. If the leader requesting the information is not satisfied by the Board decision on disclosure, or the Board member recuses themselves, the issue shall then be resolved by the Board of Directors. Nothing in this policy shall be construed to require the Board to divulge any information given to them in confidence by a Member, Friend, Visitor or any other individual.