

# St. Andrew's Episcopal Church

## **PRIVACY POLICIES**

### **FINAL**

November 28, 2022

1. Respecting and maintaining the privacy of members of St. Andrew's is of prime importance.
2. The name and contact information of adult parish members will never be given out without the express written permission of the individual whose information is being sought.
3. The name and contact of minors will never be given out with the express written consent of a parent or legal guardian.
4. Specific privacy policies regarding various documents and media are noted below.

## **PARISH DIRECTORY**

1. The Parish Directory is available to any member of St. Andrew's in electronic form or paper copy.
2. A member must reach out to the Parish Office to request a copy of the Directory, whether electronic or paper.
3. The Directory contains various elements of personal information, including names, addresses, phone numbers, and email addresses.
4. Due to the sensitive nature of this information, it is incumbent on each member of St. Andrew's congregation to guard the privacy of the information.
5. No one may share any information in the Directory with anyone outside of the parish without the express written permission of the individual whose information is being sought.

6. Questions regarding the above may be brought to the Rector or one of the Wardens.

### **THE NETWORK**

1. The Network is the weekly newsletter publication of St. Andrew's
2. The purpose of The Network is to inform parishioners and those outside of St. Andrew's congregation of current news and events.
3. From time to time, pictures are included in The Network.
4. Every parishioner will be given an opportunity to opt out of having their picture in the Network.
  - a. Unless the office has been explicitly advised by an individual in writing that they **do not want** their picture in any publication, it will be assumed that we have permission to publish their picture.
5. Depending on the nature of the article for which the picture is included, a notation will be made as follows:

"For information about 'X' please contact the parish office at [parishoffice@standrewsalbany.org](mailto:parishoffice@standrewsalbany.org).

### **THE WEBSITE**

1. Pictures are an important part of St. Andrew's website and are key to letting the world know who we are, what our mission is, and the many activities we are engaged in. All of this allows us to demonstrate to the outside world how St. Andrew's carries out our Mission.
2. Every parishioner will be given an opportunity to opt out of having their picture on the website.

- a. Unless the office has been explicitly advised by an individual that they do not want their picture on the website, it will be assumed that we have permission to publish their picture.
3. The name of the individual(s) in any picture on the website will not be listed.
4. Depending on the nature of the article for which the picture is included, a notation will be made as follows:

“For information about ‘X’ please contact the parish office at [parishoffice@standrewsalbany.org](mailto:parishoffice@standrewsalbany.org)”

Questions about the above policies may be referred to the Rector or one of the Wardens by contacting [parishoffice@standrewsalbany.org](mailto:parishoffice@standrewsalbany.org)

Approved by the Vestry

November 28, 2022