

# PRIVACY POLICY

## **Effective**

This Privacy Policy was last modified on July 3, 2014.

## **Information Practices**

The Center for Congregations ("Center") understands that security and privacy are important issues for visitors to our website [www.centerforcongregations.org](http://www.centerforcongregations.org) (the "Site"). We maintain the following standards to help protect information collected online that personally identifies you. We may modify this Privacy Policy (the "Policy") at any time and, accordingly, we urge you frequently to review the Policy. We will always apply the Policy under which your information was collected, unless we obtain your prior consent.

## **Collection of Information**

You may be asked voluntarily to provide your name, address, phone number, e-mail address, business name, title, industry and/or other personally identifiable information ("Personal Information") to have access to features of the Site. By using the Site and allowing us to access your Personal Information, you consent to our use of such information as described in this Policy. You may always refuse to provide your Personal Information, and this may lead to our inability to provide you with certain services.

## **Collection of Automated Information**

We or our partners may also automatically collect information, such as your IP number (a number used to identify your computer on the Internet) or the type of browser you are using, through the use of cookies or by other means ("Automated Information"). We hope that, by using Automated Information, we can update the Site to make it more useful to you and other users. We reserve the right to maintain, update, disclose or otherwise use Automated Information and aggregate data (which does not personally identify you), without limitation.

## **Use of Information**

- Except as set forth in this Policy, we will not sell or rent your Personal Information to third parties for their marketing purposes without first giving you an opportunity to opt-out.
- We use Personal Information for the following purposes: to administer your account; to administer and improve the Site and any related products or services; to allow use of, or participation in, the Site and our services; to notify you of events or about products, services, promotional events or special offers that maybe of interest to you; to provide Internet security; and to meet legal requirements.
- Personal Information may be shared with our employees, affiliated companies, and authorized representatives and distributors for the purposes set forth above.

- We may work with other businesses that may perform certain functions on our behalf, including, but not limited to, managing data, verifying information or hosting the Site. These business partners will be bound by terms of confidentiality and have access to your Personal Information only to the extent necessary to perform their specific functions and may not use it for any other purpose.
- If the Center is involved in an entity reorganization or asset transfer, Personal Information or Automated Information may be among the transferred assets.

Other than for the specific purposes set forth in this Policy, we will not disclose your Personal Information unless we obtain your prior consent or are legally required to do so.

### **E-mail Communications**

We may send e-mail communications to you regarding notifications related to our Site and services, as well as promotional e-mail messages. If you send an e-mail to us, you are communicating with us electronically. You thereby consent to receive communications from us electronically; however, please note that e-mail communications are not necessarily secure and confidential. For instance, it is possible that information transmitted to us via e-mail may be read or obtained by other parties. In an attempt to protect your privacy, our e-mail responses do not include personal account information. We recommend that you do not include such information in e-mail communications directed to us. We may communicate with you by postal mail, e-mail or by posting notices on the Site. All agreements, notices, disclosures and other communications that we provide to you electronically satisfy any legal requirement that such communications be in writing.

### **Public Areas**

We may make some public chat rooms, forums, message boards, and news groups available to you on the Site. Please remember that these areas of the Site are public areas and may be viewed by other visitors to the Site. You should not post any Personal Information in these areas. Any information that is voluntarily disclosed by you in these areas is not proprietary or protected. Please see the section on Submitted Information in the Center's Terms of Use for additional information and restrictions regarding these submissions.

### **Privacy of Children**

We encourage parents and guardians to be aware of and participate in their children's online activities. We do not knowingly collect, use or disclose Personal Information from any child under the age of 13.

### **Retention**

We retain Personal Information for as long as the information is relevant to our business purposes or until you request that we remove the data by contacting us at

info@centerforcongregations.com, or write to us at: Center for Congregations, Attention: President, 303 North Alabama St., Suite 100, Indianapolis, IN 46204.

### **Your Opportunity to Opt-out of E-mail Advertising**

In the event you do not wish to receive promotional e-mail from us, please follow the opt-out process contained in any e-mail message you receive from us.

### **Cookies**

When you visit the Site, we or a third party service provider may store or recognize some information on your computer in the form of a "cookie" or similar file that can help us in many ways. For example, cookies allow us to tailor the Site to better match your interests and preferences and to assist in filling out various forms on the Site. Any Personal Information that may be collected through the use of a cookie is subject to this Privacy Policy. With most Internet browsers or other software, you can erase cookies from your computer hard drive, block all cookies or receive a warning before a cookie is stored. Please refer to your browser instructions to learn more about these functions. If you reject cookies, functionality of the Site may be limited, and you may not be able to take advantage of many of the Site's features.

### **Links**

The Site may contain links to other sites on the Internet that are owned and operated by third parties ("Third Party Sites"). We are not responsible for the collection or use of your Personal or Automated Information at any Third Party Sites. Therefore, the Center disclaims any liability for any third party's use of your Personal or Anonymous Information obtained through using a Third Party Site.

### **Security**

We have policies and procedures in place to protect the privacy and confidentiality of your Personal Information that we collect and maintain. All Personal Information is stored on secured servers in the United States, behind a firewall at a data center with access to data strictly controlled. Access to your Personal Information is restricted to those employees or business partners who need to know that information as part of their job, to service your account or to provide products and services to you. Data protection laws in the United States may not be the same as those in other jurisdictions. If we transfer personally identifiable information outside of your jurisdiction, we will take steps to continue to protect your privacy. Any unauthorized use of the Site may result in criminal and/or civil prosecution.

### **Contacting Center or Modifying Your Personal Information**

If you have any questions or comments about this Policy or wish to update your Personal Information provided to us, please contact us by e-mail at info@centerforcongregations.com, or write to us at: Center for Congregations, Attention: President, 303 North Alabama St., Suite 100, Indianapolis, IN 46204.