



VILLAGE CHURCH

Presbyterian (USA)

Member and Donor Privacy Policy

Protecting Personally Identifiable Information and Personal Financial Information

Purpose. Village Presbyterian Church (VPC) is committed to protecting the privacy and security of the congregation's personally identifiable information (PII) and to safeguarding the financial information of members and donors. This policy outlines VPC's approach to handling, storing, and sharing PII in compliance with applicable data protection laws, and to safeguarding personal financial information. VPC seeks to protect the privacy of its members but also seeks to encourage fellowship and connection.

Definition of PII. PII refers to any information that can be used to identify an individual, including but not limited to names, addresses, phone numbers, email addresses, and sensitive information related to spiritual care (e.g. prayer requests or notices of passing).

Definition of Financial Information. Financial information refers to credit card, bank account, or other financial information that is tied to an individual.

Collection of PII. VPC collects PII only as necessary for church operations, membership records, communications, and community support activities. This information is used solely for church-related purposes and is never shared with third parties without consent of the individual, unless legally required.

Collection of Financial Information. VPC does not disclose financial information. VPC is PCI (Payment Card Industry) compliant and uses a third party to securely process credit card and bank account information. Personal checks are securely stored in a locked vault until scanned or deposited to the bank.

Access and Disclosure of PII. Only authorized church staff and volunteers who need PII to perform specific tasks will have access to PII. Exceptions may be authorized by the senior pastor such as the preparation of directories for Presbyterian Women, choir members, and other groups. The members of the groups must be given the option to opt out of the directory.

Membership Information.

- Prayer Lists and Notices of Passing. Any inquiries for membership information related to prayer lists, notices of passing, or related requests received at the front desk will be routed to the Coordinator for Congregational Care. This individual will collect and manage the necessary information to ensure respectful and accurate communication. This includes, but is not limited to, non-member requests, such as florists.
- The facilities coordinators for Village on Mission and Village on Antioch are the only staff members outside of Congregational Care that may provide membership information to another

church member. However, generally information will not be provided to an individual who does not have an account in Planning Center, the church database. If the facility coordinators are not available, the request should go to the coordinator for Congregational Care.

New Member Information.

- All new members will be asked to provide a waiver that confirms that VPC may release their PII to other members as appropriate. The waiver ensures that members are fully aware of and consent to sharing their information within the church community.
- New and existing members will be asked to provide an emergency contact, for use in urgent situations.

Security Measures. VPC implements data security measures, including secure storage, access restrictions, regular audits, and PCI compliance testing to protect PII and financial information from unauthorized access, disclosure, alteration, or destruction.

Contact for Questions or Concerns: Senior Director of Business Operations, 913-671-2365.

Approved by the Board of Trustees, April 25, 2025