

Data Privacy, UUSO Policy

Approved March 31, 2019

The Unitarian Universalist Society of Oneonta, Inc. takes the protection of all personal information shared with us seriously. Accordingly, we collect, store, and process all personal information according to this policy.

This policy is applicable to the employees, volunteers, Members, friends, leaders and trustees of the church, and any other associated personnel. For simplicity, we refer to the aforementioned as UUSO, “we”, “us” or “our” within this document.

Please note that by submitting data to us and/or using our website you give your consent that personal data may be processed by us in the manner described in this policy.

Maintaining Confidentiality

1. We will treat all your personal information as private and confidential and will not disclose any data to anyone outside of UUSO; internally, data may be shared when it is necessary for the administration and day-to-day operations of UUSO.
2. All UUSO staff and volunteers who have access to personal data are required to comply with this Data Privacy Policy.
3. There are exceptional circumstances permitted by law to the above restrictions:
 - a. When we are legally compelled to share information.
 - b. When disclosure is made at your request or with your consent.

Use of Personal Information

1. We use your data for three main purposes:
 - a. The day-to-day administration of the church (e.g., pastoral care and oversight, maintaining financial records of contributions for audit and tax purposes)
 - b. Contacting you to keep you informed of church activities and events.
 - c. Statistical analyses to gain a better understanding of church demographics.

Our Database of Personal Information

1. We use an ACS Technologies database known as Realm to store any personal information we collect from you. If you are interested, you can read the ACS privacy policy here: [ACS Privacy Policy](#). Realm stores all data in the USA within data centers that meet strict industry security requirements.
2. Information contained in our database will not be used for any purposes other than those set forth in this policy. The database is accessed online and is, therefore, available through any computer or smart device with internet access.
3. Access to the database is available only to Members and friends of UUSO, and to staff or volunteers who need such access for church operations. Access is strictly controlled through individual usernames and complex passwords, which are selected by the individual. These credentials are not shared.

4. Those authorized to use the database have access to only their specific area of use within the database. Their access is controlled by the system administrators, who are the only people who can access and set these security parameters.
5. All access and activity on the database is logged and can be viewed by the system administrators.

Our Annual Print Directory

Each year, UUSO creates a printed directory from the information shared in our online database for the convenience of Members and friends of UUSO.

1. The information contained in this directory is intended for use by the UUSO Members and friends listed therein. Except for single copies at each telephone at UUSO, the directory is not to be made available for public use.
2. Information in the directory, including postal and e-mail addresses, is not to be used for any entities outside of UUSO (e.g., commercial or mass mailings, soliciting, etc)

Our Website – Use of Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

There are two main kinds of cookies: "session" cookies and "persistent" cookies. Session cookies last for only the duration of users using the website and are deleted from your computer when you close your browser, whereas persistent cookies outlast user sessions and remain stored on your computer until deleted, or until they reach their expiry date. We use both Session Cookie and Persistent Cookies on our website.

Generally, we use cookies to help us administer our website, to improve the website's usability and for marketing purposes. We may also use cookies to identify which pages are being used. This helps us analyze data about web page traffic and improve our website in order to tailor it to customer needs. We use this information only for statistical analyses, after which the data is removed from our system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not.

Cookies do not contain any information that personally identifies you; a cookie in no way gives us access to your computer or any information about you.

You can learn more about these cookies and how to control them by viewing the following page on the Jetpack support site: <https://jetpack.com/support/cookies/>. Jetpack is a tool that helps us manage the website.

Use of Google Analytics

We also use third party cookies to provide statistical analysis of site usage. We create reports that we use to tune the system and provide a better interface for the end user. For this purpose, we use Google

Analytics to analyze the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store and use this information. Google's privacy policy is available at www.google.com/privacypolicy.html.

If you would like to opt out of being tracked by Google Analytics across all websites, please visit: <http://tools.google.com/dlpage/gaoptout>.