

## **Privacy Notice St George website**

This privacy notice discloses the privacy practices for Saint George Church New Baden, IL website (i.e., stgeorgefamily.org, www.stgeorgefamily.org, stgeorge-family.org, and www.stgeorge-family.org) This privacy notice applies solely to information collected by the St George website. It covers the following:

- What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
- What choices are available to you regarding the use of your data.
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

In order to use some features of this website, a user must complete a registration form. During registration a user is required to give certain information (such as name, family data, and email address). This information is used to contact you or meet Catholic parish record requirements (e.g., sacramental data). For some website features, at your option, you may also provide demographic information (such as gender or age) about yourself, but it is not required.

While most of the website is open to the public worldwide, some website features (e.g., PSR data, registration data, survey data, web access permissions, etc.) require a user account and password for access. **User account passwords for these restricted accounts are created by the user and are saved in a manner precluding anyone else from seeing them.**

From time-to-time a site page may request information via surveys, RSVPs or for volunteers. Participation in these surveys or RSVPs or volunteer requests is completely voluntary, and you may choose whether to participate and therefore disclose this information. Information requested may include contact information (e.g., name and address), and demographic information (e.g., age level). Contact information will be used to notify the organizers of the function involved. Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site.

We are the sole owners of the information collected on this site. We (St George) only have access to/collect information that you voluntarily give us via email, website data entry, or other direct contact from you. **We will not sell or rent this information to anyone.**

We may use your information to respond to you, regarding the reason you contacted us. When the you enter data, we may share names, sacramental data or other contact information with the diocese. **We will not share your information with any third party outside of St George, other than as necessary to meet diocese requirements** (e.g., PSR records or sacramental records).

Unless you ask us not to, we may also contact you via email in the future to tell you about events or changes to this privacy policy.

### **Cookies**

We use "cookies" on some website pages. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to

enhance the experience on our site. **Usage of a cookie is in no way linked to any personally identifiable information on our site**

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Please allow 2 weeks for response to your requests.

### **Security**

We take precautions to protect your information. When you submit sensitive information via the website, **your information is protected both online and in transit.**

Wherever we collect sensitive information (such as personally identifiable Information for PSR), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page. Depending on your web browser you can also click on the lock icon to ensure you're communicating with our website domain (stgeorgefamily.org, www.stgeorgefamily.org, stgeorge-family.org, or www.stgeorge-family.org)

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only persons who need the information to perform a specific job (e.g., PSR teachers, parish staff) are granted access to personally identifiable information. The access granted to any person is limited to the data they need for their specific job (i.e., a PSR teachers can access PSR data, but cannot normally access parish registration data). The computers/servers in which we store personally identifiable information are part of the Microsoft Azure cloud which meets national and international requirements for security and privacy (see <https://servicetrust.microsoft.com/>).

### **Links**

The St George website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

### **Changes to Privacy Policy**

Changes to this privacy policy will be posted here. St George Church will not change our policy to make it less protective of our visitors. We encourage users to visit this page periodically to review our current policy.

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**If you feel that we are not abiding by this privacy policy, you should contact us immediately via email [saintcatholicchurch@gmail.com](mailto:saintcatholicchurch@gmail.com) or by submitting a comment via the website at [https://stgeorgefamily.org/GeneralComments/General Comments Suggestions](https://stgeorgefamily.org/GeneralComments/General%20Comments%20Suggestions)**