

Your Information Is Your Information

1. You have complete control over who can see your contact and personal information.
2. Contact information is never public or searchable on the Internet. Any information you elect to make visible to your church family is always protected behind a login.
3. Authorized staff will always have access to your profile information.
4. You and certain authorized staff may update your profile information. In some cases, your group leader may update your contact information if you have made it visible to group leaders.
5. For safety reasons, sharing contact and personal information for children under 18 is limited.
6. Parents determine whether to display their child's name in the church directory.
7. Children under 13 may not participate and will not be able to sign in.

What People May See

By default, the viewing of your contact and personal information is limited to members of groups you are in, group leaders, and staff members. If you choose to, however, you can make your information visible to the entire church. But if you prefer to be more private, you can customize how people see specific information.

- **Contact Information:** Name, Address, Phones, and Email.
- **Personal Information:** Marital Status, Family Position, Member Status, birthday, gender, allergy information, and skills.

Privacy Settings

- **Anyone in the church** – Everyone with a login, including office staff and congregants, can see your contact information and birthday. This option is not available to children.
- **Leaders & group/serving team members** – Fellow group members and leaders can view your personal information. If you or a family member do not have a birth date on file, this option is unavailable. This setting also includes users with permission.
- **Leaders** – Volunteers with leadership responsibilities can view your profile. If you or a family member do not have a birth date on file, this option is unavailable. This setting also includes users with permission.
- **Users with permission only** - This setting effectively removes you from the church directory. Your information will only be available to authorized church staff.
- **Custom Privacy**—Choose different privacy levels for specific contact fields and personal information. Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

Family Privacy

A family member with a primary position such as "Head" or "Spouse" can change privacy settings for other members of the family and opt family members into the church directory. Birthdays are required for children (to prohibit access), but it's up to you if you want to share the birth date with your church family.