

## **E-Mail Address Privacy Policy**

The Kirk of Kildaire's computer database maintains a single e-mail address for each individual. If an individual has more than one e-mail address, a single address should be selected by that individual for use by the Kirk. To make corrections to your email address or to be deleted from receiving the Krier, please contact the church office at [churchoffice@kirkofkildaire.org](mailto:churchoffice@kirkofkildaire.org)

1. E-mail addresses are used only by the Kirk in communicating information to members and potential members. Specific examples include distributing the Kirk Krier, Quarterly Contribution Reports, and information relative to activities sponsored by the Kirk (e.g., fellowship events, Sunday School and youth activities).
2. Each e-mail address in the database has an associated Private Address flag that can be set to insure the privacy of the address. If this flag is set:
  - The person's e-mail address will not be printed on any report generated by the database (e.g., Family Roster or Youth Roster), and
  - Any e-mail message generated by the database to that person will be sent as a "blind carbon copy".
3. There are two processes associated with the database that are not subject to this Private Address flag since each e-mail message is directed to a single address without any other persons being copied:
  - E-mail messages sent through the associated bulk e-mailer program (this program has been used to distribute messages to the Men of the Kirk and will be used to deliver the Kirk Krier), and
  - E-mail messages used for sending the quarterly contribution reports (this process has been in place for a year and no privacy issues have arisen).
4. When an e-mail address is initially entered into the database, the following guidelines will be applied:
  - Any e-mail address recorded in the database for a young child, youth, or college age person will be flagged as a Private Address, and
  - Any e-mail address recorded in the database for an adult will not be flagged as a Private Address.
5. A person should contact the church office by phone or e-mail:
  - If they prefer to receive their Quarterly Contribution Reports by regular mail,
  - If they need to request a change in their e-mail address that is on record at the Kirk, or
  - If they would like to change the setting of the Private Address flag associated with their e-mail address.

6. Access to information in the Kirk's computer database is restricted to a select few users of the database (secretaries, pastors, church school staff, and counters). The following security controls are exercised by the database:
  - All users have restricted access to certain parts of the database (e.g., access to pledge information is limited to the database administrators),
  - Each database user is required to be registered with the database and to enter a password before access to the database is granted, and
  - Passwords are not administered but are known only to each individual database user. However, database administrators can clear a password.