


<b>First Unitarian Universalist Church Columbus, Ohio</b>		
<b>Chapter:</b> II. Congregational Responsibilities		<b>Source:</b>
<b>Title:</b> Individual Records Rights and Privacy		
<b>Approved by:</b> Board of Trustees		<b>Date Approved:</b> 1/2/02
<b>Effective Date:</b>		<b>Date of Last Review:</b>

This Policy is intended to protect the privacy rights of individuals regarding the dissemination of information the Church maintains about them.

## INDIVIDUAL PRIVACY RIGHTS

“Individual” shall, for purposes of this policy, include: members, friends, students, visitors and guests. If the Individual is a minor, these rights are given to the parent/guardian until such time as the minor has reached majority status. These rights and responsibilities are:

Generally, the Church must have written permission from the Individual in order to release any information from the Individual’s records. However, the Church can disclose these records, or portions thereof, without consent, to the following parties:

- Church officers and professional staff with legitimate need and interest;
- Organizations conducting certain studies for or on behalf of the Church;
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health or safety emergencies;
- Other qualified requestors, on a case-by-case basis.

Individuals have the right to inspect and review their records as maintained by the Church. The Church is not required to provide copies unless it is impossible for the Individual to review the records at the Church. The Church can charge a fee for these copies.

Individuals have the right to request that the Church amend their records which they believe to be inaccurate or misleading. If the church chooses not to amend the record, the Individual has the right to a formal hearing. After the hearing, if the Church still decides not to amend the record, the Individual has the right to have placed in the record a statement setting forth his/her view about the contested information.

## MEMBERS & FRIENDS DIRECTORY

The Church shall prepare a member/friend Directory. It may include:

- Member/friend name,
- Family members,
- Address,
- Telephone number,
- E-mail address.

The Directory will be updated at least annually, and will be made available to members and friends upon request to the Church office. The Directory will contain a notice as follows:

*“This Directory is made available to Members and Friends of First Unitarian Universalist Church for their personal use. Reproduction, dissemination, or publication is not permitted. The information contained herein is not to be used for commercial or solicitation purposes.”*

The Church is required to advise members and friends, in writing, about this Directory and to allow them a reasonable amount of time to request, also in writing, that the church not publish their information in the Directory. By default, the Church is authorized to publish this Directory information unless advised otherwise by the member/friend.

#### NOTIFICATION REQUIREMENTS

The Church is required to make an annual notification to all Individuals/Members/Friends of their rights under this Policy. The actual means of notification is left to the discretion of Church administration.

#### INTERPRETATION

Interpretation of this Policy shall be the responsibility of the Executive Committee of the Board of Trustees.