

Abingdon United Methodist Church Privacy Policy

The Abingdon United Methodist Church is committed to safeguarding your personal identity information. It is the policy of the Church to limit the collection and safeguard the privacy of personal information collected or maintained by the Church. The Church is committed to promoting and protecting the privacy rights of individuals, as outlined in the policy below, and in other state and federal statutes.

The Abingdon United Methodist Church follows these principles in collecting and managing personal information:

- **We collect personal information on individuals only as allowed by law.** We limit the collection of personal information to what we believe is relevant and necessary to accomplish the purpose of the Abingdon United Methodist Church. For example, we need to know someone's address, telephone number and social security number, among other things, to properly identify the person before hiring. We understand personal information to be information that identifies an individual, such as name, social security number, home address, home telephone number, or email address. We do not collect home, business or e-mail address or account information from persons who browse our Internet site. We collect personal information about you only if you provide it to us voluntarily, and what we do obtain we strive to protect against unauthorized use and disclosure.
- **We tell people who provide personal information to the Abingdon United Methodist Church the purpose for which the information is collected.** We tell persons who are asked to provide personal information about general uses we will make of that information at the time of collection. With each request for personal information, we will attempt to provide information on the principal uses we make of the information and the possible disclosures we may make.

- **We use reasonable information safeguards.** While we can make no guarantee against identity theft, we take reasonable precautions to protect the personal information of individuals against loss, unauthorized access and illegal use or disclosure. Our staff is trained on procedures for the release of information, and access to personal information is limited to those staff whose work requires it. The Abingdon United Methodist Church conducts periodic reviews to insure that proper information management practices are being followed.
- **Changes to this Statement.** Abingdon United Methodist Church will occasionally update this Privacy Policy to reflect changes in member preferences and law. The Church encourages you to periodically review this Policy to be informed of how the Church is protecting your information.
- **OPT-Out.** The Abingdon United Methodist Church needs to be able to communicate at times with all it's members, and therefore it reserves the right to contact the members. Members who no longer wish to receive the Church newsletter or other materials may opt-out of receiving these communications by notifying the Church in writing at the adress listed above.
- **We will provide additional explanations of our privacy policy if requested.** If you have further questions about the Church's privacy policy, you may write or call the Abingdon United Methodist Church Office: Abingdon First United Methodist Church, 101 E. Main Street, Abingdon, VA 24210 or call 276-628-2321.