

Towson Unitarian Universalist Church

PRIVACY POLICY

1.0 PURPOSE

In keeping with federal, state and local law, TUUC respects the privacy of each member, friend and visitor and of each person's right to control sharing of his or her personal information, including but not limited to contact information, marital status, financial and economic status, and health status.

2.0 SCOPE

This policy applies to all members and friends.

3.0 REVIEW OF POLICY AND PROCEDURES

The Administrative Team will periodically review this policy and make revisions in consultation with the Board of Trustees.

4.0 DETAILS

Accordingly, neither the Minister nor staff member nor any lay leader, including members of the Board, members of the Finance Council or any committee chairs, shall share *any* information about a member, friend or visitor with a third person whether that third person is a member or friend of TUUC or not, except in the following circumstances:

1. The Minister may share health information about an individual with the Caring Committee Chair, Lay Pastoral Associates and Neighborhood Groups for the express purpose of providing emotional and physical support only upon the express consent of the individual or the individual's representative.
2. The Membership Chair may share information on a member's financial contributions with the Board, but only for the express purpose of evaluating whether the member should continue to be considered an active member who is allowed to vote and only after the member has been given a minimum of 30 day-notice of the action to change the members' voting status.
3. The Membership Chair may discuss the contents of any written exit interview of a former member or friend with the Board of Trustees, but only with the express and informed consent of the individual.
4. Office staff, the Membership Chair and Committee members may share contact information of visitors, members and friends with committee chairs and activity group leaders only upon that individual's informed and express consent.

5. Office staff and members of the Stewardship Committee may discuss a member or friend's financial contributions with that member or friend.

A member, friend, or visitor may withdraw his or her consent to be contacted at any time, and the database Administrator must record the request promptly in the appropriate database or record.

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