

American Lutheran Church **Parishioner and Staff Privacy Policy**

DEFINITIONS

Personal Information – Any information, in hard copy, electronic, or verbal form, including but not limited to church directories and membership rolls, that specifically relates to a parishioner or staff member (hired or called), including but not limited to name, personal mailing address, personal phone numbers, personal e-mail addresses, correspondence, and photographs.

Private Information – Any information, in hard copy, electronic, or verbal form, that specifically relates to any financial transaction between a parishioner or staff member (hired or called) and the church.

GUIDELINES

American Lutheran Church (ALC), its staff, elders, trustees, and representatives shall not provide any *personal information* in any form, to any individual or organization outside the ALC congregation or North American Lutheran Church (NALC) governing body without express written consent of the individuals to whom the information belongs or in compliance with the law.

All private information shall be held confidentially by the financial secretary. Only if absolutely necessary, the treasurer and pastor(s) may be included in that confidence. Private information shall not be shared publicly by ALC for any reason.