

# Privacy Policy for OurFamilyConnections

At OurFamilyConnections, one of our main priorities is the privacy of our users. This Privacy Policy document contains types of information collected and stored by OurFamilyConnections and how we use it. If you have additional questions or require more information about our Privacy Policy, do not hesitate to contact us.

This Privacy Policy applies only to online activities and is valid for users of OurFamilyConnections websites with regards to the information that they enter into the site as part of registration or contact information updates in OurFamilyConnections. This policy is not applicable to any information collected offline or via channels other than our websites.

## Consent

By using our websites, you hereby consent to this Privacy Policy and agree to its terms.

## OurFamilyConnections

The OurFamilyConnections family of websites is considered a multi-tenant family directory service serving Christian churches and schools. In the context of this Policy,

- Multi-tenant is defined to mean that our services are available to churches and schools under the primary umbrella entity known as OurFamilyConnections.
  - Individual Christian churches and schools are allocated their own dedicated space (also known as their 'tenant') to conduct directory-related services for their congregants, and student parents. This ensures a safe and secure environment whereby the directory information for each individual church and/or school is segregated and protected from the other.
- A family directory service comprises a rich series of features and capabilities that enhance what would generally be offered from a legacy, paper-based church or school directory.
  - Secure, online cloud-based (anytime/anywhere) access to family contact information.
  - Accessible from virtually all desktop and mobile device technologies (PC; Mac; iOS; Android).
  - Simple, easy-to-update family profile details.
  - Easily put a name to a face with built-in profile picture capabilities.
  - Celebrate friends and family members with a built-in birthday/anniversary calendar.
  - Downloadable PDF and CSV-formatted directory printouts.
  - And much more.
- Christian churches and schools are the primary recipients of these services, which assumes a level of trust and integrity that is based on fundamental Biblical principles and practices.

## Profile-based Directory Model

Each tenant is designed around individual family 'Profiles'. These profiles form the basis for each 'family-unit' within a church congregation or school environment. An unlimited number of family-unit profiles can be added to a tenant, meaning that churches and schools of any size can utilize the features and capabilities of OurFamilyConnections services.

- **For churches:** A family profile consists of (one or two) parents (or legal guardians) given the responsible to enter and maintain information pertaining to their own direct family.
- **For schools:** A family profile consists of (one or two) parents (or legal guardians) given the responsibility to enter and maintain information pertaining to their own direct family. The distinction for schools is that it is expected that a student's parent(s) or legal guardian(s) will maintain their own family information.

### Information we collect:

Personal information that only you enter in your family profile is maintained in encrypted storage at a securely protected datacenter facility. Other than usage and connectivity information, no other personal information about you or your family is collected.

If you contact us directly, we may receive additional information about you such as your name, email address, phone number, the contents of the message and/or attachments you may send us, and any other information you may choose to provide.

When you register for an Account in your church's or school's OurFamilyConnections tenant, we will ask for specific contact information to create and enable a new profile. This may include items such as name, email address, and gender. Once registered, you can update your profile with additional information, such as:

- Contact Information
  - Family home address
  - Email addresses for husband and wife
  - Home and mobile phone numbers for household, husband, and wife
- Calendar Information
  - Birthdays and anniversaries for husband and wife
- Children Information
  - Names, birthdays, student school and grade (if applicable), and email addresses (if applicable)
- Family profile photo
  - To 'put a name to a face'

### How we use your information:

We use the information we collect in various ways, including to:

- Provide, operate, and maintain our websites.
- Improve, personalize, and expand our websites.
- Understand and analyze how our websites are being used.
- Develop new products, services, features, and functionality.
- Communicate with you, including for customer service, to provide you with updates and other information relating to our websites.
- Send you informational emails and notifications.
- Find and prevent fraud.

### What we won't do with your information:

Your information will not be given to external advertisers, businesses, or other agencies, nor will it be exposed to individuals or other entities not officially registered on our websites.

### Log Files:

OurFamilyConnections follows a standard procedure of using securely protected log files. These files retain analytics and other information pertaining to the navigation and use of our websites, which includes when a user registers and logs into our websites, updates profile data, and navigates between pages. These log files also store system status and functional workflows to aid in error reporting, troubleshooting, and restoring services in the event of a service degradation.

Regarding user data, the information collected in securely protected log files include internet protocol (IP) addresses, browser type, date and time stamp, and obfuscated (non-recognizable) user record ID numbers.

**NOTE:** Log files are not linked to any information that is personally identifiable. The purpose of the information is for analyzing trends, administering the site, tracking users' movement on the websites, and gathering demographic information.

### Cookies and Web Beacons:

Like any other website, OurFamilyConnections uses 'cookies'. These cookies are used to store information including visitors' preferences, and the pages on the websites that the visitor accessed or visited. The information is used to optimize the users' experience by customizing our web page content based on visitors' browser type and/or other information.

**NOTE:** You can choose to disable cookies through your individual browser options. To know more detailed information about cookie management with specific web browsers, it can be found at the browsers' respective websites.

### Advertising Partners Privacy Policies:

OurFamilyConnections does not associate with advertisers, partners nor 3<sup>rd</sup> Party entities, ad servers, ad networks, or advertisers.

### Third Party Privacy Policies

OurFamilyConnections' Privacy Policy does not apply to other advertisers or websites.

### CCPA Privacy Rights

Under the California Consumer Privacy Act (CCPA), if you are a resident of the state of California, you have the right to:

- Request that a business that collects a consumer's personal data disclose the categories and specific pieces of personal data that a business has collected about consumers.
- Request that a business delete any personal data about the consumer that a business has collected.
- Request that a business that sells a consumer's personal data, not sell the consumer's personal data.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us.

## GDPR Data Protection Rights

Under the General Data Protection Regulation (GDPR), if you are a resident of the European Union (EU), the following rights apply to you. Every EU resident user is entitled to the following:

- The right to access – You have the right to request copies of your personal data. We may charge you a small fee for this service.
- The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete the information you believe is incomplete.
- The right to erasure – You have the right to request that we erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.
- The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us.

## Children's Information

Another part of our priority is adding protection for children while using our websites. We encourage parents and guardians to observe, participate in, and/or monitor and guide their online activity. By design, it is expected that a child's parent or legal guardian will be responsible for adding their own children's information into their family profile in an OurFamilyConnections website. Other than names, family association, school association, birthdates, and email addresses (if applicable), OurFamilyConnections does not knowingly collect any other Personally Identifiable Information for children under the age of 18.

**NOTE:** As a parent or legal guardian, you are responsible for all information added to your profile in an OurFamilyConnections website. If you choose to refrain from adding information about your children, you can easily manage this inside your own profile on our sites.

Also, it is expected that individual family profiles inside an OurFamilyConnections website will be created and managed by persons 18 years and older. If you think that your child provided this kind of information on our website, we strongly encourage you to contact us immediately and we will do our best effort to promptly remove such information from our records.