

# **NORTH NAPLES CHURCH PRIVACY POLICY**

## **Introduction**

North Naples church respects and commits to protecting your privacy. This Privacy Policy outlines North Naples Church practices with respect to information collected from those who access our website at [nnchurch.org](http://nnchurch.org), and of the associated links or systems, or otherwise share information with North Naples Church.

## **Grounds for data collection**

Processing of your personal information (meaning, any information which may potentially allow your identification with reasonable means) may be necessary for the processing of online payments or donations, for managing a reservation or registration for any event, for managing membership, for maintaining contact with you, etc. or for compliance with legal and financial regulatory obligations to which we are subject.

When you use our website or any links or systems connected to our website, you consent to the potential collection, storage, use, disclosure and other uses of your information as described in this Privacy Policy.

We encourage our Users to carefully read the Privacy Policy and use it to make informed decisions.

## **What information we collect**

We may collect two types of data and information from Users.

The first type of information is non-personal, un-identified and non-identifiable information pertaining to a User(s), which may be made available or gathered via your use of the website. We are not aware of the identity of a User from which the non-personal information was collected. The second type of information personal information, which is individually identifiable information, namely information that identifies an individual or may with reasonable effort identify an individual. Such information may include:

- **Device Information:** Our websites may collect information from your device such as geolocation data, IP address, unique identifiers (e.g. MAC address and UUID) and other information which relates to your activity through the website.
- **The Payment Card Industry Security Standards Council** has a uniform set of data security requirements known as the Payment Card Industry Data Security Standards (PCI-DSS). Compliance with these standards is required by North Naples Church and how cards are accepted (online, written or telephone authorizations). We keep your card data and financial information you share with us secure which can help you reduce the possibility of fraud.
- **Registration information:** When you register for anything on our website, you may be asked to provide us certain details such as: full name; e-mail or physical address, and other information necessary to complete the registration.

## **How could we receive information about you?**

We may receive your information from various sources:

- When you voluntarily provide us your personal details in order to register for anything on our website;
- When you use or access our website in connection with your use of our services;
- From third party providers, services and public registers (for example, traffic analytics vendors).

### **Use of information**

We may use the information for the following:

- Communicating with you about any of our programming, services, related to your giving record, issues, etc.;
- General statistical and analytical purposes related to reporting attendance in services, giving trends, group participation, serving interests and other programs;

### **Third party collection of information**

We do not rent, sell, or share Users' information with third parties except as described in this Privacy Policy. Personal information submitted will not be transferred to any non-affiliated third parties unless stated at the time of collection or required by law. When a user submits personally identifiable information, it is used solely for the purpose specified at the time of collection.

Our policy only addresses the use and disclosure of information we collect from you. To the extent you disclose your information to other parties or sites throughout the internet, different rules may apply to their use or disclosure of the information you disclose to them. Accordingly, we encourage you to read the terms and conditions and privacy policy of each third party that you choose to disclose information to.

This Privacy Policy does not apply to the practices of companies that we do not own or control, or to individuals whom we do not employ or manage, including any of the third parties which we may disclose information as set forth in this Privacy Policy.

### **Links**

Our website may contain links to external sites, however, we are not responsible for the privacy practices of such other sites. We encourage our users to be cautious when leaving our site and to review the privacy policies of each website that collects personally identifiable information. This Privacy Policy applies solely to information collected by the North Naples Church website and associated systems solely managed by North Naples Church.

### **Disclosure of information in compliance with law**

We may also disclose information if we have good faith to believe that disclosure of such information is helpful or reasonably necessary to: (i) comply with any applicable law, regulation, legal process or governmental request; (ii) enforce our policies (including our Agreement), including investigations of potential violations thereof; (iii) investigate, detect, prevent, or take action regarding illegal activities or other wrongdoing, suspected fraud or security issues; (iv) to establish or exercise

our rights to defend against legal claims; (v) prevent harm to the rights, property or safety of us, our users, yourself or any third party; or (vi) for the purpose of collaborating with law enforcement agencies and/or in case we find it necessary in order to enforce intellectual property or other legal rights.

## **User Rights**

You may request to:

1. Receive confirmation as to whether or not personal information concerning you is being processed, and access your stored personal information, together with supplementary information.
2. Receive a copy of personal information you directly volunteer to us in a structured, commonly used and machine-readable format.
3. Request rectification of your personal information that is in our control.
4. Request erasure of your personal information.
5. Object to the processing of personal information by us.
6. Request to restrict processing of your personal information by us.

Lodge a complaint with a supervisory authority. However, please note that these rights are not absolute, and may be subject to our own legitimate interests and regulatory requirements.

If you wish to exercise any of the aforementioned rights, or receive more information, please contact us at the contact information provided below.

## **Retention**

We will retain your personal information for as long as necessary to provide our services, and as necessary to comply with our legal obligations, resolve disputes, and enforce our policies. Retention periods will be determined taking into account the type of information that is collected and the purpose for which it is collected, bearing in mind the requirements applicable to the situation and the need to destroy outdated, unused information at the earliest reasonable time. Under applicable regulations, we will keep records containing client personal data, account opening documents, communications and anything else as required by applicable laws and regulations.

We may rectify, replenish or remove incomplete or inaccurate information, at any time and at our own discretion.

## **Cookies**

We and our trusted partners use cookies and other technologies in our related services, including when you visit our website or access our services.

A "cookie" is a small piece of information that a website assigns to your device while you are viewing a website. Cookies are very helpful and can be used for various different purposes. These purposes include allowing you to navigate between pages efficiently, enable automatic activation of certain features, remembering your preferences and making the interaction between you and our Services quicker and easier. Cookies are also used to help ensure that the advertisements you see are relevant to you and your interests and to compile statistical data on your use of our Services.

The website uses the following types of cookies:

- a. 'session cookies' which are stored only temporarily during a browsing session in order to allow normal use of the system and are deleted from your device when the browser is closed;
- b. 'persistent cookies' which are read only by the Website, saved on your computer for a fixed period and are not deleted when the browser is closed. Such cookies are used where we need to know who you are for repeat visits, for example to allow us to store your preferences for the next sign-in;
- c. 'third party cookies' which are set by other online services who run content on the page you are viewing, for example by third party analytics companies who monitor and analyze our web access.

Cookies do not contain any information that personally identifies you, but personal information that we store about you may be linked, by us, to the information stored in and obtained from cookies. You may remove the cookies by following the instructions of your device preferences; however, if you choose to disable cookies, some features of our website may not operate properly and your online experience may be limited.

We also use a tool called "Google Analytics" to collect information about your use of the website. Google Analytics collects information such as how often users access the website, what pages they visit when they do so, etc. We use the information we get from Google Analytics only to improve our website and services. Google Analytics collects the IP address assigned to you on the date you visit sites, rather than your name or other identifying information. We do not combine the information collected through the use of Google Analytics with personally identifiable information. Google's ability to use and share information collected by Google Analytics about your visits to this website is restricted by the Google Analytics Terms of Use and the Google Privacy Policy.

### **How we safeguard your information**

We take great care in implementing and maintaining the security of the website and your information. Although we take reasonable steps to safeguard information, we cannot be responsible for the acts of those who gain unauthorized access or abuse our website, and we make no warranty, express, implied or otherwise, that we will prevent such access.

### **Minors**

We understand the importance of protecting children's privacy, especially in an online environment. The website is not designed for or directed at children. Under no circumstances shall we allow use of our services by minors without prior consent or authorization by a parent or legal guardian. We do not knowingly collect personal information from minors. If a parent or guardian becomes aware that their child has provided us with personal information without parental consent, contact us at [info@nnchurch.org](mailto:info@nnchurch.org).

### **Updates or amendments to this Privacy Policy**

We reserve the right to periodically amend or revise the Privacy Policy; material changes will be effective immediately upon the display of the revised Privacy Policy. The last revision will be reflected in the "Last modified" section. Your continued use of the website, following the

notification of such amendments on our website, constitutes your acknowledgment and consent of such amendments to the Privacy Policy and your agreement to be bound by the terms of such **amendments**.

### **Security & Florida Privacy Law Compliance**

We strive to take every precaution to protect our users' personal information. When personal information (such as contact or payment information) is submitted via online forms or purchases, it is encrypted using SSL (Secured Sockets Layer) technology. Our servers, which store personally identifiable information, are located in secure environments. Under no circumstances are credit card numbers permanently stored on our website servers.

In compliance with the Florida Information Protection Act (FIPA), if any data breach occurs involving your personal information, we will notify affected individuals and the Florida Attorney General in accordance with FIPA's reporting requirements.

### **How to contact us**

If you have any general questions about the website or the information we collect about you and how we use it, you can contact the North Naples Church Department of Communications at [info@nnchurch.org](mailto:info@nnchurch.org).

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