

Unitarian Universalist Church of Las Cruces

Church Policy

Board Approval: 8/19/09
Amended :
Amended :

Title: : **Confidentiality of Personal Information**

The Communication Outreach Committee will retain confidentiality of all individuals. Personally identifiable information will not be published without the express permission of the individual(s) involved. Such information includes, but is not limited to, address, phone number, social security number, email address, any/all credit information, health status, and a person's current resident status (i.e. in or out of town), family issues, deaths in the family, awards or recognition, birthdays and anniversaries. Permission to publish any photos of children or youth must be on file from the parent/guardian of the child before publication is allowed. If a photograph of children is published, the names of individual children will not be included in the caption or item that accompanies the photo.

Any information regarding changes in health status, deaths in the family, life transitions, etc. submitted for publication or distribution will be referred to the Minister and the Caring Committee Chair for follow-up.

POLICIES REGARDING ITEMS FOR THE NUUS

Items published in the Nuus [our weekly news update] should be brief and time sensitive. If a church member wishes to announce an item to be given away or to be sold---with at least a significant portion of the monies paid going to the church---they may place an "ad" (which may list multiple items) in the Nuus once in a 1-month period. In order to protect our 501(c)(3) status an item may not offer something for sale with all the proceeds going to the member nor may an item be a business advertisement.

If a member wishes to make a request (aka place a want ad) they may place such an item in the Nuus once during a 1-month period. Such an item would be restricted to helping the member find an apartment, a ride to services, or some such.

Announcements regarding non-church events must be sponsored and approved by a specific committee, the Minister, Director of Religious Education or Director of Music.