

ST. JOSEPH CATHOLIC CHURCH PRIVACY POLICY

Last modified: June 2025

St. Joseph Catholic Church (the "**Parish**") is committed to protecting the privacy of our members, visitors, and guests who may share their personal information with the Parish or that the Parish holds. The Parish values your trust and recognizes that maintaining this trust requires transparency and accountability. This Privacy Policy (the "**Policy**") describes the information collected from you and the Parish's practices for using, maintaining, protecting, and disclosing that information.

1. Information Collected and Maintained. The Parish collects and maintains personal information that you provide to us when you:

- (a) Contact us by phone, mail, email, in person, or via our website.
- (b) Register for an event.
- (c) Contribute on our website, at a special event, over the phone, or by mailing in a check.
- (d) Navigate through our website.

From time to time, we may collect personal information from you in ways not described above, subject to your express approval.

2. Types of Information. The Parish collects and maintains the following types of information about our donors:

- (a) Personal information, including:
 - (i) Contact information, such as name, address, email, and telephone number.
 - (ii) Giving information, including types and amounts of donations and credit card information. We utilize secure transaction methods when collecting credit card information over the internet. The Parish does not disclose credit card account information except for proper processing of donations.
 - (iii) Information on events attended and publications received.
 - (iv) Any other information provided to the Parish, such as public comments or posts on the Parish's website or social media.
- (b) Non-personal information that does not personally identify you, including information that is anonymized, aggregated, or publicly available when not combined with non-publicly available information about you.

(c) Information about your equipment, browsing actions, and patterns, including information automatically collected through technical methods such as:

(i) Cookies (or browser cookies). A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting you may be unable to access certain parts of our website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our website.

(ii) Flash Cookies. Certain features of our website may use local stored objects to collect and store information about your preferences and navigation to, from, and on our website. Flash cookies are not managed by the same browser settings as are used for browser cookies.

(iii) Web Beacons. Pages of our Website may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the Parish, for example, to count users who have visited those pages or and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity).

3. Confidentiality. All information about any financial and non-financial transactions between you and the Parish is considered confidential, and we employ appropriate security measures designed to protect it. While the information is kept confidential, it is shared with the Parish's staff, volunteers, consultants and professionals and with the Diocese of Cleveland and/or Catholic Community Foundation or other affiliated entities on a need-to-know basis (or as otherwise described in this policy) and in compliance with all laws, regulations, court orders, or other governmental requests.

4. Use of Personal Information. The Parish collects and maintains personal information to:

(a) Establish a relationship and communicate with you about the Parish, including our programs, special events, and funding needs, and the programs, special events, and funding needs of the Diocese of Cleveland, Catholic Community Foundation, or other affiliated entities.

(b) Learn about our donors and what matters to you.

(c) Process donations and event registrations and issue tax receipts.

(d) Comply with all laws and regulations, including reporting requirements.

(e) Plan future fundraising activities and events.

(f) Analyze giving patterns.

(g) Solicit feedback from you by conducting surveys.

The Parish uses standard safeguards to protect your personal information against unauthorized access, use, alteration, or destruction of your personal information. The Parish will not share, sell, or exchange your personal information with any other entity for third-party fundraising or marketing purposes, except as provided in this Policy or as expressly consented to by you, except with charitable organizations that the Parish believes engage in activities consistent with the mission and beliefs of the Parish. To the extent that a third-party service provider is used to process any donations, the provider is bound by strict confidentiality rules, and your information will only be used to the extent necessary to process the donation.

5. Photos and Videos. Photos and videos may be taken at public events and posted on our website, social media accounts, and publications. If you have any questions or concerns, please contact the event leader or the parish office.

6. Communications. Occasionally, the Parish will communicate with you, including by telephone, text, email, and mail, concerning the Parish's as well as the Diocese's, Catholic Community Foundations, and other affiliated entities' charitable activities, events, and requests for future support. The Parish will not call or email you or send mailings to you on behalf of other organizations without your express consent. To opt out of receiving these communications, you may contact the Parish as described in the "Contact Us" section below or by clicking on the "unsubscribe" link in any email communications.

7. Records Retention and Destruction. The Parish complies with the Parish's internal policies governing the retention, management, and destruction of donor information collected and maintained by the Parish.

8. Accessing and Correcting Your Personal Information. You can review and request changes to the personal information that the Parish has collected about you by contacting the Parish as described in the "Contact Us" section below. However, please be aware that the Parish may not accommodate a change request that would impact record retention or other operational requirements like remembering email opt-out preferences, violate any law or legal requirement, or cause the information to be incorrect. Deleting your personal information may also require deleting your user account (if any).

9. Changes to the Policy. This Policy is current as of the date stated at the top of this Policy. The Parish reserves the right to amend this Policy from time to time. You are responsible for ensuring we have an up-to-date, active, and deliverable email address for you, and for periodically visiting our Website and this privacy policy to check for any changes.

10. Children Under the Age of 13. The Parish's website is not intended for children under 16 years old. No one under 13 may provide personal information to or on the website. The Parish does not knowingly collect personal information from children under 13. If you are under 13, do not use or provide any information on this website. If the Parish learns it has collected or received personal information from a child under 13 without verification of parental consent, the Parish will delete that information. If you believe the Parish might have any information from or about a child under 13, please contact the Parish as described in the "Contact Us" section below.

11. Contact Us. To opt out of receiving communications from the Parish, to review the personal information that the Parish has collected about you, or to ask any other questions regarding this Policy, please contact the Parish Office at the below address or email or submit your request via the Parish's "Contact Us Form" on the Parish's website.

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