

Data Privacy & Security Toolkit

I DATA PRIVACY & SECURITY IS MANDATED BY LAW

Data is a powerful tool that, harnessed properly, can accelerate your ministry's ability to change lives and respond to the needs of your people. We know data privacy and security is often an intimidating initiative to begin. But, with recent widespread changes in legislation like [GDPR](#), where users own their data and grant explicit rights to others for use of their data, and the [California Online Privacy Protection Act](#), having a plan for data privacy and security is no longer optional. At Leadership Network and Gloop, we not only see good stewardship of data as a means for legal compliance, but a moral imperative.

I WHAT THIS MEANS FOR CHURCHES

As a church leader, you're committed to improving the lives of the people in your congregation and community. If you're reading this, you're already using data to increase the efficacy of your outreach programs and ministries. Your mission may call you to counsel couples in crisis, families in financial need or lead people through a journey of spiritual formation. Establishing a data security/privacy and communications strategy and program empowers your organization to protect your community and steward one of your most critical assets as a church: trust.

So what exactly does this mean for your church? To start building a program and maintaining compliance, you'll need a few of the essential tools included in here. The tools will help to establish a foundational policy that supports your current or future data use and may include assessments, church management systems, or third party data.

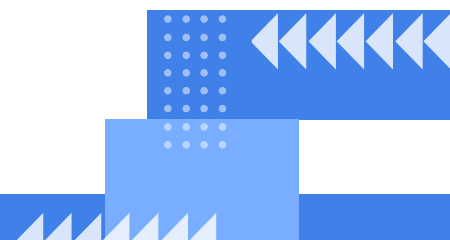
I ESSENTIAL TOOLS TO GET YOU STARTED

Each document includes detailed instructions as well as an editable template. This is an overview of the templates provided in the toolkit. Beneath each overview, you can click a link to read more information and start working on the editable template.

Privacy Policy Template

Your privacy policy will serve as a foundational document for your privacy and security efforts. Simply put, a privacy policy tells your congregants what kind of data you're collecting and what you're doing with that data. The template and tips in our toolkit are provided as a courtesy to religious non-profit organizations to help get your organization started on privacy compliance. We've also included helpful FAQs you may have regarding communications best practices, device use and payment collection. We also include Do's and Don'ts for implementing this policy.

[Click here to get started](#)





Terms of Use Template

A terms of use agreement acts as a legally binding contract between your church and your congregants that sets the rules and guidelines for use and access to your website and, perhaps, other church interactive tools. The agreement also prevents website visitors from tampering with your website, shields you from liability, and allows you to suspend a user's access to your site. The terms of use included in this template are meant to be a basic set of terms you can implement on your own website. We also include conditions that specify what types of websites this template does not cover.

[Click here to get started](#)

Telephone Consumer Protection Act ("TCPA") Overview

We've included in our toolkit, a useful document that provides an overview of the Telephone Consumer Protection Act ("TCPA"). Although this is not an editable template, we included this document because it is essential knowledge for your church. In summary, under the TCPA, organizations are not allowed to send mass texts or make mass calls to individuals without prior consent. This helpful document provides a starting point for your church in understanding the limitations, requirements, and effects of the TCPA and how to gain consent from your congregants.

[Read more](#)

Congregant Communications Email Template

Once you have your privacy policy, terms of use, and TCPA policies in place, you may elect to send out communications to your congregants for transparency and compliance. The email provided in the toolkit can be sent to U.S. Congregants to announce the updates to your privacy policy. If this is the first notification of a brand new policy and not an update, we recommend creating a communications strategy of how you'll introduce this new privacy effort beyond this email.

[Click here to get started](#)

Legal Disclaimer

The documents included in this template are meant to be a basic set of policies and communications you can implement. You should have these documents reviewed with your legal counsel and customized based on your circumstances before posting them. These are provided as a general template and do not constitute legal advice. These documents and policies will not be acceptable for every website or application. By posting these policies, you agree to accept all risk involved.