Privacy & Information Policy

Our commitment

Sardinia Church of Christ (the Church) respects the dignity and privacy of every person. We are committed to handling personal information with care, integrity, and discretion. This policy applies to information collected through our ministries, office, website, electronic communications, and Church-approved services, whether in paper or electronic form.

Information we collect

We collect information reasonably needed to carry out ministry and operate the Church. Depending on your involvement, this may include:

- Names, addresses, phone numbers, email addresses, household relationships, and communication preferences.
- Membership, baptism, attendance, ministry participation, volunteer applications, and screening records.
- Giving records, transaction details, and information needed for receipts and financial administration.
- Prayer requests, pastoral care notes, and information provided when requesting assistance.
- Children’s registration details, parent or guardian contacts, emergency contacts, authorized pickup information, and relevant health or accessibility needs.
- Information collected through website forms and digital services, such as device information, IP addresses, and cookies, when those tools are used.

We seek to collect only what is needed and avoid unnecessary sensitive details. Providing information is generally voluntary, although some information is necessary to process gifts, provide assistance, or participate safely in certain ministries.

How we use information

We use information to communicate about Church life; provide pastoral care; coordinate ministries, events, and volunteers; support the safety of participants; administer membership and giving; and meet financial, safeguarding, and legal responsibilities. We do not sell or rent personal information or share it for unrelated advertising.

Access and sharing

Access is limited to authorized staff, elders, ministry leaders, volunteers, and service providers who need information for an assigned responsibility. A leadership or volunteer role does not automatically authorize access to every Church record. Sensitive care, financial, screening, and children's records require additional restrictions. Background-check reports are available only to personnel authorized to manage screening and safeguarding and are not included in general membership records or directories.

We use secured service providers for specific Church functions: Subsplash for online giving and giving records; Planning Center for private Church information; and MinistrySafe and Checkr for background screening and records. These services securely support Church administration and do not receive permission to use personal information for their own purposes. We will not share mobile opt-in information or SMS consent with these companies or any other third party.

We do not sell, rent, or share personal information with outside companies for their independent use. We will not share your mobile number, mobile opt-in information, or SMS consent with any third party or affiliate.

Prayer requests and pastoral confidentiality

Prayer requests and pastoral conversations are handled with discretion. Before sharing an identifiable prayer request through a prayer team, bulletin, email, worship service, or social media, we seek permission from the person concerned or an authorized representative. Permission to share within a care team does not authorize public publication. When permission is unclear, we keep the request private or share a nonidentifying version.

Pastoral information may be shared among designated care leaders only when reasonably needed to provide care, with the person's knowledge and permission where practical. Confidentiality is not absolute: safeguarding duties, serious threats to safety, and applicable legal requirements may require disclosure. This policy does not determine whether a particular conversation is legally privileged.

Giving and assistance records

Giving information is stored through a secured third-party service, including Subsplash for online giving. The Church does not have direct access to personal payment card information. Authorized Church personnel may access giving records needed for receipts, financial administration, and oversight. Individual giving and benevolence records remain confidential; we do not publish giving amounts or identify assistance recipients without permission. Financial reports ordinarily use totals or other nonidentifying information.

Children, directories, and media

Children's information is collected through a parent or guardian, or with appropriate authorization, and used for ministry, safety, and administration. We do not knowingly solicit personal information directly from children under 13 through online forms intended for independent use.

We obtain permission before including personal contact details in a member directory. Directories are for approved Church community use and may not be redistributed, used for solicitation, or supplied to outside organizations.

We obtain consent before publishing identifiable photographs, videos, or personal stories featuring individuals, and parent or guardian permission for minors. We avoid publishing children's contact information or sensitive identifying details. When services or events are recorded or livestreamed, we provide notice and a practical way to discuss privacy concerns before participation.

Communications and online information

You may stop optional Church emails or other communications through available unsubscribe instructions or the Church office. We obtain consent for text messaging and honor SMS opt-out requests. Reply STOP to opt out of text messages. We may send a final confirmation of your opt-out; further SMS messages require a new opt-in.

Where our website uses cookies, analytics, or embedded third-party content, we explain the tools and available choices in a website notice. Browser settings may allow you to limit cookies, although some features may be affected. Ordinary email and text messages may not be suitable for highly sensitive information; contact the office to arrange an appropriate way to share it.

SMS Terms of Service

By opting into SMS from a web form or another medium, you agree to receive text messages from Sardinia Church of Christ. Messages may include ministry and event announcements, invitations and promotional messages, registration confirmations, appointment or event reminders, volunteer coordination, pastoral care follow-up, responses to inquiries, and public service announcements.

Messaging frequency may vary. Message and data rates may apply.

To opt out at any time, text STOP. For assistance, text HELP or visit our website at www.sardiniacc.com.

SMS consent is voluntary and is not a condition of making a donation or participating in Church activities. We will not sell, rent, or share your mobile number, mobile opt-in information, or SMS consent with any third party or affiliate. This information is used only for Church communications you have agreed to receive.

Security and responsible handling

The Church uses reasonable administrative, physical, and technical safeguards appropriate to the information involved, including restricted access, secure storage, account protections, and safe disposal. No storage or transmission method can guarantee complete security.

People handling Church information must use approved systems, protect account credentials, and avoid unauthorized copying, discussion, forwarding, or storage on personal devices or accounts. Access is removed when responsibilities end. Confidential or identifiable sensitive information may not be entered into public AI tools or other unapproved services.

Suspected loss, misuse, or unauthorized access must be reported promptly to the Church office or designated leadership. The Church will assess the incident, take appropriate protective steps, and notify affected people and authorities when required by applicable law.

Retention and disposal

We retain information only as long as reasonably needed for ministry, administration, safety, historical records, or applicable legal and financial obligations. The Church maintains a record-retention schedule reflecting these purposes. Information no longer needed is securely destroyed or deidentified. Records relevant to an investigation, claim, or legal preservation requirement must not be destroyed while that requirement remains in effect.

Your choices and requests

You may contact the Church office to update your information, change communication or directory preferences, ask how your information is used, or request access to or deletion of information about you. We may verify your identity before responding. Requests are considered subject to applicable law, the privacy of others, safeguarding needs, and legitimate recordkeeping obligations. Some historical, giving, personnel, or safety records may need to be retained.

You may withdraw permission for future optional publication of prayer requests, directory entries, photographs, or personal stories. We will take reasonable steps to remove material under our control, but cannot guarantee removal of copies already distributed or published by others.

Oversight, changes, and contact

The Church’s elders oversee this policy and designate responsibility for its administration. Staff and volunteers with access to personal information receive appropriate guidance. The policy is reviewed periodically, and material changes are communicated through appropriate Church channels.

For privacy questions, requests, or concerns, contact the Church office and ask for the person responsible for privacy and information handling.

Website: www.sardiniacc.com