

Our Lady of the Mount Roman Catholic Church

Website Privacy Policy

Disclaimers

With regard to the information contained on our web site, our intent is to provide current and accurate information. However, we shall not be held liable for any losses related to or caused by reliance on the information provided.

Our web site may contain links to or data from other web sites. When following a link to another site, our privacy notice no longer applies nor do we endorse or accept responsibility for any products or services linked to.

Privacy Policy

Information Collected:

We appreciate that privacy is very important. We have adopted this Privacy Policy in recognition of the right of people to keep their personal information private. This Privacy Policy covers the church's treatment of personally identifiable information that we collect or hold.

1. The information we collect

The church may collect general information about you, such as your name, address, and contact details so the church can contact you. We may also collect this and other types of personal information during the course of our relationship with you, for example, when you wish to obtain services from the church, when you register for conferences or events, when you register for online access to the contributions system, when you participate in church activities or complete other forms. The information collected may include some sensitive information. Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. If you do not provide us with certain information, we may be unable to provide you with access to some of our services or the assistance you have requested.

Anyone can generally visit the church website without revealing who they are or other personal information unless they log on, place an order, fill out a form, or register with us. The church will not collect any personal information about visitors to the website except when they knowingly and voluntarily provide it.

2. How we use your information

The church will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless where authorized or required by law. Generally we will only use and disclose your personal information as follows:

- (a) to establish and maintain your involvement with the church, including providing you with newsletters or other information;
- (b) to provide the products or services you have requested from the church;
- (c) to answer your inquiry;
- (d) to register you for events, conferences or other activities;
- (e) to assist us in making the church's sites and services more valuable to our community;
- (f) for direct promotion of events or services and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with the opportunity to decline any further such communications; and
- (g) to selected third parties under contract to us where we have retained those third parties to assist us to operate the church and provide the services you have requested; and

3. Access to your information

You can request access to the personal information that the church holds about you by contacting the church office as set out below. If you wish to change personal information that is out of date or inaccurate at any time please notify us. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date. If you wish to have your personal information deleted please let us know and we will delete that information wherever practicable.

4. Web site

Registration

In order to use private portions of this website, a user might first be asked to voluntarily complete the registration form. During registration a user is required to give their contact information, such as name and email address. This information is used to inform the user about the services on our site for which they have expressed interest.

Cookies

A temporary cookie is a piece of data stored within the user's browser containing information about the user as it relates to that user's access to our website. It allows the user to access all of the protected, non-public pages of our website by logging in only once per session. After the user closes his or her browser, the cookie simply terminates.

Links

This web site contains links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to recognize when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement you are reading now applies solely to information collected by this site.

5. Photos, names and contact information on our web site

Protecting the privacy of the very young is important to us. In order to protect children we will not post full names, addresses, or phone numbers of minors in the public areas of our website. First names may be used. Photos of groups of children participating in events may be posted from time to time. We periodically request parents with minor children to complete a "Publication/Website Picture Permission Form" as attached at the end of this document. **We request anyone wishing to not have the names or photos of their children appear in public areas of the website to complete this form and REFUSE permission to use your child's picture**, or notify the church office in writing or by acknowledged e-mail. Your "Publication/Website Picture Permission Form" can be dropped off at the church office.

This website may contain an information look-up function on the church directory page whereby a last name can be specified to look up the names, addresses, and phone numbers of church members or attendees who have provided such information. In order to prevent access to this information by the general public, access to it is restricted via an access password provided to on-premise church service attendees in the order of worship document provided to them. Members and attendees also may correct their information or opt out of having their address and phone number information so displayed by phoning the church office at (908) 647-1075 during weekday office hours.

6. Security

The church will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information is stored in a secure server or secure files. Email is not a secure method of transmitting information. Accordingly, the church cannot accept responsibility for the security of information you send to us by email or for any unauthorized access or use of that information. On our website, private information areas and information you may provide via those areas are protected during transmission by password and SSL protocols, as evidenced by the display of a padlock symbol on the private pages.

7. Changes to this Privacy Policy

The church may amend this Privacy Policy from time to time by placing the amended version available on this website. We suggest you visit this policy frequently to remain aware of any changes.

Contacting Us:

If you have other questions about this privacy policy or disclaimer, or have suggestions on how it may be improved, please feel free to e-mail us at lsepesi@olmwarren.org or contact us by telephone at (908) 647-1075 x103.

Publication/Website Picture Permission Form

Please fill out and sign the appropriate statement to either give or to decline permission to use pictures of your children on the church website and/or for other church publicity. Please return this form to the parish office.

To GRANT permission to use your child/children's pictures:

I, _____ (please print your name) **GRANT permission** for Our Lady of the Mount Roman Catholic Church (OLM) to publish photos of my child(ren),

_____ (please print your child(ren)'s names) in the church's various forms of publication, or on the church's website. I give OLM the perpetual, royalty-free right to use my photo(s) in any manner including but not limited to publications and websites.

I understand that both the various publications and websites have a large audience and my child's photo will be available to the general public. I further understand that OLM assumes no liability or responsibility whatsoever concerning any consequences of such use.

I further state that I have the right to give this permission as I am the child's parent or legal guardian. I understand that if I give notice to the Pastor, Parish Staff or to the Webmaster that I object to any particular photo on the website, it will be removed as soon as possible.

Publication of these photos may include first names for identification purposes unless I check the box below that I do not give permission for my child(ren)'s name to be used.

_____ Please **DO NOT** include my child(ren)'s first name(s) with my photo.

SIGNED _____ Dated ____/____/____

To REFUSE permission to use your child/children's pictures:

I, _____ (please print your name) **REFUSE to grant permission** for

OLM to publish photos of my child(ren)'s, _____ (please print your child(ren)'s name) in any publications or on the church's website. I further state that I have the right to refuse this permission as I am the child's parent or legal guardian.

SIGNED _____ Dated ____/____/____

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