

### ***Effective Date:***

The Indianapolis Center for Congregations, Inc., (the “Center,” “we,” “us,” or “our”) respects your privacy and strives to serve you with honesty, accountability, and adherence to legal standards. We have structured our online activities and online tools, including our Congregational Resource Guide (“CRG”), to maximize your control over the disclosure of your own personally identifiable information. This Privacy Policy (“Policy”) applies only to information collected through the Center’s Web site, found at <https://thecrg.org>, (the “Site”) and is part of the Terms of Use Agreement (“Terms of Use”) that governs your use of this Site.

### **Your Consent**

Please take a few minutes to review this Policy before using the Site. By using this Site, you are consenting to the collection, use and disclosure of your information as set forth in this Policy. If you do not agree to be bound by this Policy, you may not access or use this Site.

### **Changes to the Privacy Policy**

The Center regularly reviews the Privacy Policy to ensure that it provides an appropriate level of protection for your personal information. If we make material changes, we will notify you by posting a prominent announcement on our home pages and by updating the Effective Date of the most recent revisions to the Privacy Policy on these pages. Please return to this Privacy Policy from time to time to make sure that you are current and up-to-date on the policy, as your continued use of the Site indicates your agreement to the revised terms. Any changes to the Privacy Policy will become effective immediately upon being posted as indicated by the Effective Date, unless we indicate otherwise.

### **Collection of Information**

The Center collects and processes various types of information about you depending on your activities when visiting the Site. Some of the information we collect through this Site may be “personal information”—information that identifies you personally, alone or in combination with other information available to us. Other information may be nonpersonally identifiable, such as information collected by cookies.

If you choose to identify yourself, e.g., by sending an e-mail, creating a workspace, or registering for a workshop, the Site will collect and process your personally identifiable information, which may include your name, address, telephone number, congregation, payment information, and e-mail address. While any personal information you provide is submitted at your discretion, some uses of this Site may be limited should you decide not to disclose such personal information (for example, requesting additional information about the Center’s programs or activities by way of e-mail). The Center will not collect personally identifiable information about you when you visit the Site unless you choose to provide that information.

If during your visit you browse the Site, read pages, or download information, only anonymous information is collected automatically. Anonymous information includes information such as:

the name of the domain and host from which you access the Internet (for example, aol.com); the browser software you use and your operating system; and the Internet address of the Web site from which you linked directly to this Site. Such anonymous information is not treated as personal information. However, we may combine it with other information in an attempt to identify you or we may combine it with information that does identify you. This anonymous information is collected and used to measure the number of visitors accessing the various Web pages of this Site and to make the Site more useful to you and other visitors.

## **Cookies**

This Site uses standard Internet “cookie” technology. A cookie is a bit of information that is stored on a visitor’s hard drive that allows the Site to track how a visitor navigates through the Site and areas in which a visitor shows interest. This is similar to a traffic report: it tracks trends and behaviors, but does not personally identify individuals. We use cookies and other technologies, including device identifiers, to collect information and support certain features of this Site. For example, we may use these technologies to: collect information about the ways visitors use this Site—which pages they visit, which links they use, and how long they stay on each page; support the features and functionality of this Site—for example, to save you the trouble of reentering information or to prompt the settings you established on previous visits; and personalize your experience when you use this Site.

The information we collect using cookies and similar technologies may or may not be personally identifiable, but we may link it to personal information that you provide. With most Internet browsers or other software, you can erase cookies from your computer hard drive, block all cookies, or receive a warning before a cookie is stored. Please refer to your browser instructions or help screen to learn more about these functions. Although you are not required to accept cookies when you visit this Site, you may be unable to use all of the functionality of this Site if your browser rejects our cookies.

Other third parties may deliver cookies to your device in order to track your online behaviors over time and across nonaffiliated websites or to deliver targeted advertisements on other websites. You have choices about the information third parties may collect about you through this Site. For example, if you do not want your information sent to a third party, you may download an Opt-out Browser Add-on by [clicking here](#). We, along with third-party vendors such as Google, use first-party cookies (such as the Google Analytics cookies) and third-party cookies (such as the DoubleClick cookie) or other third-party identifiers together to compile data regarding user interactions with ad impressions and other ad service functions as they relate to our Site. You can set preferences for how Google advertises to you using the Google Ad Settings page. Alternatively, you can opt out by visiting the Network Advertising Initiative Opt Out page or by using the Google Analytics Opt Out Browser add on above.

## **Use and Sharing of Personal Information**

The Center may use your personal information for the following purposes: to provide you requested services or information; to provide you with easy access every time you return to the Site without requiring re-entry of information; to keep you informed about programs in which

you may have interest; to assess general usage patterns; to administer and make improvements to the Site; to collect demographic information; and/or to analyze the collected information.

Other than for the specific purposes set forth in this Policy, we will not disclose your personal information to any third parties unless we obtain your prior consent or are legally compelled to do so.

*With Nonprofit Organizations.* The Center works closely with consultants, agencies, churches, and other nonprofit organizations that may perform functions on our behalf, such as providing program information to our visitors, preparing requests for proposals, evaluating grant programs, sending e-mail, and managing data. In most cases, these entities have access to your personal information only to the extent necessary to perform their functions and may not use it for any other purpose. Additionally, if you send us a specific request for information or services and we determine that another nonprofit organization (not acting on our behalf) may be better equipped to handle your request, we will notify that organization only after receiving your express, unambiguous consent to so share your personal information.

*With Third-Party Vendors.* The Center also shares information collected through this Site with third-party vendors who act on our behalf. For example, we may use third-party vendors to design and operate this Site or to handle event registrations. These third-party vendors may need information about you to perform their obligations. Typically, they are required by contract to keep your information confidential and to use it only to provide services on our behalf; however, as described below, we may allow them to use aggregate or de-identified data for their own purposes.

*With Third-Party Social Media Platforms.* We may provide functionality on this Site that allows you to automatically post information to a third-party social media platform (such as Facebook, Twitter, or Pinterest). If you choose to take advantage of this functionality, people with access to your profile on the third-party platform will be able to see your post. Thus, you should have no expectation of privacy in those actions. If you choose to link your profile on this Site with an account on a third-party social media platform, we may share the information in your profile with that third-party platform. We may also use third-party social media platforms to offer you interest-based ads. To offer such ads, we may convert your email address into a unique value which can be matched by our partner company with a user on their platform. Although we do not provide any personal information to these platform vendors, they may gain insights about individuals who respond to the ads we serve.

*In Aggregate or De-Identified Form.* We use information collected through this Site to create a compiled, aggregate view of usage patterns. We may share aggregate information with third parties so we and they can better understand our user base. We may also share with third parties information about how particular individuals use this Site, but only on a de-identified basis (“Individualized Data”). Individualized Data is not personally identifiable, but it does reflect the usage patterns of a particular Site user, as opposed to Site users collectively. We may provide basic demographic information (gender and age) in conjunction with providing Individualized Data. Third parties typically use this information for analytical purposes and to market their own products and services.

*As Part of a Business Transfer.* Your information may be transferred to a successor organization if, for example, we transfer the ownership or operation of this Site to another organization, if we merge with or are acquired by another organization, or if we liquidate our assets. If such a transfer occurs, the successor organization's use of your information will still be subject to this Policy and the privacy preferences you have expressed to us.

*To Comply With Laws and Protection of Our Rights and the Rights of Others.* We may disclose your information when we, in good faith, believe disclosure is appropriate to comply with the law, a court order or a subpoena. We may also disclose your information to prevent or investigate a possible crime, such as fraud or identity theft; to protect the security of this Site; to enforce or apply our online Terms of Use or other agreements; or to protect our own rights or property or the rights, property or safety of our users or others.

*As Described in a Privacy Notice or Click-Through Agreement.* We reserve the right to disclose your information as described in any privacy notice posted on this Site, or as described in any click-through agreement to which you have agreed.

## **Retention of Information**

We retain information collected through our Site for as long as the information is necessary for the purposes for which it was collected, or as otherwise permitted by applicable law. We generally will retain anonymous information for one (1) year, and your personal information for five (5) years following your last visit to the Site or until such time as we no longer have a use for it. For example, we may retain information (including personally identifiable information) if such retention is reasonably necessary to prevent fraud and abuse, to comply with any legal obligations or satisfy any regulatory requirements, to resolve any disputes or litigation, or as otherwise needed to enforce this Policy.

To determine the appropriate retention period for the information we collect from you, we consider the amount, nature, and sensitivity of the data, the potential risk of harm from unauthorized use or disclosure of the data, the purposes for which we process the data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## **About Our Forums**

Our Site may feature forums (such as message boards, blogs, workspaces, and chat rooms), which enable our users to communicate with each other and share resources. We do not moderate and are not responsible for the content which you or any user posts on any forum on the Site. All personally identifiable information you post about yourself or others in a forum may be viewed, collected and used by any registered visitor to our Site. Further, we cannot control dissemination of personal information you post on or through this Site using any forums or social networking tools we may provide, and you should have no expectation of privacy in such information. Therefore, the Center encourages you to think carefully before posting on any forum personal information about yourself or other individuals.

## **Linking to Third Party Web Sites**

This Site contains links to Web sites operated by third parties. These links are provided to you for informational purposes only; once you connect with another site by choosing a link, you will no longer be on the Center's Site. The posting of third party Web sites does not represent the Center's endorsement, support, or guarantee of the linked organization, its programs or services, or the content included on its Web site. We encourage you to review each linked Web site's privacy policy. We are not responsible for the privacy policies, practices, or content of Web sites operated, or any services to be provided, by third parties. For more information about linking to third party Web sites, please review our Terms of Use Agreement.

## **Your Choices**

*In General.* We respect your right to make choices about the ways we collect, use, and disclose the information you provide on or through this Site. We strive to provide choices to you at a meaningful time and in a meaningful place. This Notice describes some of your other choices, such as your choice to opt out of receiving "cookies."

*Do Not Track Mechanisms.* Your browser may deliver a "Do-Not-Track ('DNT') signal" to this Site. Because of the changing state of technology and indecision within the technology and marketing industries regarding the meaning of DNT signals, we currently do not make any guarantee that we will honor DNT signals.

*Previously Expressed Preferences.* You may change previously expressed preferences regarding how we use information you provide on or through this Site. For example, if you have provided your contact information and receive periodic emails from us, you may decide to stop receiving those emails by clicking the "unsubscribe" link in an email's footer. You may be able to change other preferences through an account you create on this Site. Otherwise, please contact us using the information provided below.

## **Security**

The Center has policies and procedures in place to protect the privacy and confidentiality of your personal information that is collected and maintained. We have implemented reasonable administrative, physical and technological security measures for all information systems under the Center's control so that, to the extent possible, information will not be lost, misused, or altered. Accordingly, all personal information is stored on secured servers, behind a firewall at a data center with access to data strictly controlled. Unfortunately, no website, server or database is completely secure or "hacker proof." We therefore cannot guarantee that your personal information will not be disclosed, misused or lost by accident or by the unauthorized acts of others.

## **Privacy of Children**

This Site is not directed to children under the age of eighteen (18) and does not knowingly collect personally identifiable information from children. The Center, however, encourages parents and guardians to be aware of and participate in their children's online activities. If you believe that a child has submitted personal information on or through this Site without the

consent and supervision of a parent or guardian, please contact us using the information provided below so that we can take appropriate action.

### **Your California Privacy Rights**

If you are a resident of California, you may have the right to learn additional information about your personal information collected through this Site. We do not disclose your Personally Identifiable Information to third parties for their direct marketing purposes.

If you are a California resident and under the age of 18, you may request that we remove content or information that you have posted to our Site by contacting us below.

### **International Data Transfers**

For international visitors to this Site, your personally identifiable information may be transferred outside your country of residence for us to provide the services and information you request from us. Wherever we transfer, process, or store your personally identifiable information, we will take reasonable steps to protect it. We will use the information we collect from you in accordance with this Policy and any relevant rules and international standards. By using this Site, you agree to the transfers of your personally identifiable information described within this section.

### **How to Access, Update, or Correct Your Information**

If you have created a profile on this Site, you may be able to access, update or correct your information through your account settings. Otherwise, you may need our help. Please contact us using the information provided below. We will respond to you within a reasonable time and, in any case, within the time limits established by applicable law. We may ask you for additional information to verify your identity. In most cases, we will provide access and correct or delete any inaccurate information you discover. In some cases, however, we may limit or deny your request if the law permits or requires us to do so or if we are unable to verify your identity. If you seek deletion of information that you provided when you were a minor, please contact us using the information provided below.

### **Contact Us**

If you have any concerns about privacy procedures at this Site or wish to access or modify your personally identifiable information collected at this Site, e-mail us at [contact@thecrg.org](mailto:contact@thecrg.org) or mail or fax your comments or requests to:

Congregational Resource Guide  
303 North Alabama Street  
Suite 100  
Indianapolis, Indiana 46204  
FAX: 317.237.7795

Please make any communications as complete and descriptive as possible, and we will attempt to respond promptly to your concerns.