

Website Policy

<p>Policy</p>	<p>Purpose</p> <p>The purpose of this site is to provide general information about the Unitarian Universalist Church of Brunswick, Maine (hereafter termed “The Church”). The audience for the site is two-fold: the current membership and potential visitors to the church. The site is designed with the following objectives in mind:</p> <ul style="list-style-type: none">• Present site visitors a friendly, honest, comprehensive and up-to-date view of the essence of UUCB• Provide information useful to UUCB members in a timely manner <p>Content</p> <p>The public portion of this site is made available without charge to members and to others who wish to learn about us. Member-only sections of the site may be established if deemed best for the congregation.</p> <p>Some pages on other Web sites which are linked to from this site may not be available to visitors. The Church is not responsible for the style, content, or availability of pages not on its server. The Church website will not be used to publicize events or causes that are unrelated to the UUCB or its principles.</p> <p>The content of the website is owned by the Board of Trustees or their designee. All rights are reserved under copyright law by the Church.</p> <p>Privacy</p> <p>The site does not gather personally identifiable information about visitors; if statistics are gathered they shall be limited to a tally of the total requests for each page.</p> <p>Personal information about members of The Church shall not be disclosed on public portions of this site except as determined necessary by the Board or the staff of The Church, and then only by permission. Specifically:</p> <ul style="list-style-type: none">• No names are used, other than staff, without permission.• No last names of minors will be used under any circumstances.• Email addresses other than those of the church and staff are not to be posted without specific permission, and only when there is a clear need.• The use of photographs of single individuals requires their prior approval. <p>A person who does not want his or her personal information or photograph to appear on the website under any circumstances can notify us with an email to the Church Office Administrator. To the best of our efforts, this information will not appear. A list of people who “opt-out” will</p>
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	<p>be maintained by the Church Office Administrator and will be accessible by all Editors / Submitters. Every name and photograph published will be checked against that list by the Editor / Submitter to ensure privacy is maintained.</p> <p>While this Privacy Policy states our standards for maintenance of the UUCB website, and we will make reasonable efforts to uphold these standards, we cannot guarantee these standards. Circumstances may arise in which information may be disclosed. As a consequence, we disclaim any warranties or representations relating to maintenance or nondisclosure of information.</p>
<p>Date Approved by Board</p>	<p>December 18, 2006</p>
<p>Filename and path in Electronic Archives</p>	<p>Governance/Policies/Website Policy.doc</p>