

The First Presbyterian Church In Philadelphia

ACCESS TO PERSONAL INFORMATION

Approved by Session July 21, 2022

This document is intended to help you understand how The First Presbyterian Church in Philadelphia (FPCP, “we,” “the church”) collects and uses non-public personal information. This document applies to all members and visitors who attend our services.

At FPCP we are committed to handling your information in a responsible manner. We recognize and respect the privacy expectations of those who worship with us and our duty to maintain the confidentiality and security of personal and financial information supplied to us.

1. Personal Information

- 1.1. We collect personal information that you willingly provide on friendship pads, Membership Information Forms, etc., such as name, address, phone numbers, and emails, which may also include spouse/partner names, occupation, and other demographic information. We also collect information that you provide about your specific interests and abilities.
- 1.2. Personal information is maintained in a secured membership database; access to this information is limited to church staff and leadership as relevant to their duties.
- 1.3. We use this information to provide ways for you to get involved in the life of the church, and to inform you about activities and events of the church.
- 1.4. Certain contact information is generated from the membership database to publish a church directory. The directory is shared with other members. Church members may opt out of disclosing information in the church directory.
- 1.5. We do not disclose your personal information to anyone outside FPCP.

2. Financial Information

- 2.1. We collect contributor names, pledge information, and contribution amounts.
- 2.2. Financial Information is stored in a secured financial database that is part of the permanent financial records of the church. Access to this financial information is limited to the Church Financial Office (Treasurer, Assistant Treasurer, Financial Secretary), the Director of Annual Giving, and the Church Database Administrator.

For more information please contact the church office (215-567-0532; office@fpcphila.org).