



## **PRIVACY POLICY**

South Hills Bible Chapel, Inc. (“The Bible Chapel” or “us” or “we” or “our”) owns and operates the [www.biblechapel.org](http://www.biblechapel.org) and [www.biblechapel.co](http://www.biblechapel.co) websites (“Sites”), and The Bible Chapel mobile application (“App”).

At The Bible Chapel, we understand the benefits of the Internet and the tremendous ministry opportunities afforded by its use. We also understand the importance of respecting and protecting your privacy. As such, The Bible Chapel’s privacy practices are explained in this Privacy Policy (“Policy”).

This Policy contains details about how The Bible Chapel collects and uses information from you when you use the Sites and/or App.

This Policy covers only the Sites and App identified above, and does not apply to information which you may send us by other means. Other sites, apps and other online locations owned and/or operated by The Bible Chapel may have their own privacy policies, and you should consult those accordingly.

Standard data and other fees may be charged by your mobile phone carrier when using the App, so please be aware of such charges.

This Policy is effective as of: September 8, 2018.

### **Changes or Amendments**

The Bible Chapel reserves the right to change, amend or restate this Policy. If this happens, any changes will be posted below for at least thirty (30) days before implementation of the change. Any information gathered under this current Policy will be bound by the terms of this Policy. Any information collected after the implementation of any revisions will be bound by the terms of the revised Policy. Therefore, we suggest that any users of the Sites or App check this page every so often for any changes that may apply.

Your continued use of the Sites and/or App after any changes are implemented to this Policy constitutes your acceptance of the changes. If any of the changes are unacceptable to you, you should cease using the Sites and/or App.



**Updates 11/01/2018:**

The Bible Chapel uses services provided by Google Forms to collect your name, email address and phone number to provide you with training for events. More information on how Google Forms collects and stores data can be found at: <https://policies.google.com/privacy?hl=en>

The Bible Chapel uses services provided by Survey Monkey to collect your name, email address and phone number to provide you with our church’s survey services. More information on how Survey Monkey collects and stores data can be found at: <https://www.surveymonkey.com/mp/policy/privacy-policy/>

The Bible Chapel uses services provided by Eventbrite to collect your name, email address and phone number to provide you with our church’s ticketing services. More information on how Eventbrite collects and stores data can be found at: <https://www.eventbrite.com/privacypolicy/>

The Bible Chapel uses services provided by the Homeroom App to collect your name, email address, phone number and photographs to provide you with updates from our Tender Shepherd Preschool classrooms. More information on how Homeroom collects and stores data can be found at: <https://cluster.co/privacy/>

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**Collection and Use of Information**

You can generally visit the Sites without revealing any personally identifiable information about yourself. Personally identifiable information (“PII”) is generally defined as information that may be able to identify you or that may be used to get access to your account, including, but not limited to, name, address, telephone number, email address, username and password, birthday, credit/debit card number, photograph, age, family information (e.g., names of family members; number and/or age of children), religion, medical information (e.g. allergies, medical conditions, dietary restrictions), marital status, school, background clearance information, giving information, etc.

There are areas on the Sites and/or App where you may be asked to provide The Bible Chapel with PII, or where such PII or other information may be collected from you in an automated manner. For example, PII and other information such as name, mailing and/or shipping address(es), email address, telephone number, credit/debit card number or other payment information, age,



photograph and/or username and password may be collected from you when you:

- set up a user account;
- order and pay for products and services through the Sites and/or App;
- complete and submit one of the forms available through the Sites and/or App;
- submit a testimony;
- register for The Bible Chapel's meetings or events;
- sign up for The Bible Chapel's service and volunteer opportunities;
- contact The Bible Chapel with questions or comments;
- create a username and password (or security question and answer);
- participate in surveys, questionnaires, or contests;
- sign up for the The Bible Chapel's newsletter; and/or
- register to receive text notifications from The Bible Chapel.

When visiting the Sites on your phone, tablet or other mobile device, or when using the App, you will be asked to opt-in before we collect information specific to your mobile device, such as location information.

The Bible Chapel may use your PII and other information to:

- maintain proper business records and other relevant records;
- process and administer your user account;
- provide ongoing technical support related to your user account;
- contact you if there are issues with content that you uploaded or posted through the Sites or App;
- process payment information when you order a product or service through the Sites or App;
- review your submitted testimony;
- process any completed forms you submit through the Sites or App;
- schedule/administer meetings and events;
- organize service and volunteer opportunities;
- respond to questions or comments;
- send you text notifications;
- deliver services through the Sites and/or App;
- process and catalog responses to surveys or questionnaires;
- send you The Bible Chapel newsletters and other updates;
- improve the content and general administration of the Sites and/or App;
- communicate with you regarding additional uses of your PII beyond the scope of this list;
- perform internal operations related to the Sites and/or App (e.g., fraud prevention);
- troubleshoot software issues and operational problems with the Sites and/or App;
- conduct data analysis and testing; and/or



- monitor usage of the Sites and/or App.

The Bible Chapel may use certain aspects of your PII and other information that it collects through the Sites and/or Apps as part of its strategy for targeted advertising through Facebook. For information regarding Facebook Ads and the choices you may have in connection with this service, please visit: <https://www.facebook.com/about/ads>.

### **Third Party Affiliates**

The Bible Chapel uses services provided by Realm to house basic information including your name, address, phone, email, family information, and credit card information if applicable, in order to keep good business records as part of our database, and allow financial transactions for event registrations. The software also determines your location and uses it to generate a map of where you live to help connect you with nearby Core Groups or resources within the church's network of people. More information on how Realm collects and stores data can be found at: <https://www.acstechnologies.com/company/privacy-policy>.

The Bible Chapel uses services provided by Upward to collect your name, address, email, phone number, and credit card information in order to manage the children and volunteers who register for our Upward Sports programs, and allow payment for those programs. More information on how Upward collects and stores data can be found at: [https://www.myupward.org/terms\\_of\\_use/](https://www.myupward.org/terms_of_use/).

The Bible Chapel uses services provided by Flocknote to collect your name, email address and phone number to provide you with our church's e-newsletter and texting services. More information on how Flocknote collects and stores data can be found at: <https://flocknote.com/privacy>.

The Bible Chapel uses services provided by Formstack to collect your IP address, location and browser information, name, address, phone, and email in order to enable you to register for certain events, submit resource forms such as facility rental requests, prayer needs, etc. More information on how Formstack collects and stores data can be found at: <https://www.formstack.com/terms>.

The Bible Chapel uses services provided by Monk Development to enable you to interact with our websites. We may collect your name, address, phone number, email address or browser information to allow full usability of the websites' features. More information on how Monk Development collects and stores data can be found at: <https://www.monkdevelopment.com/privacy-policy/>.



The Bible Chapel uses services provided by Planning Center Online to schedule volunteers for worship and technical arts roles across our campuses, and to provide those individuals with set lists and service flow for their specific serving weeks. Names and email addresses may be collected in order to provide this service to the volunteers. More information on how Planning Center Online collects and stores data can be found at: <https://planning.center/privacy/>

The Bible Chapel uses services provided by Vanco to allow you to pay for event registrations, preschool tuition, or donations. Your name, address, email, phone number and credit card information may be collected to allow these financial transactions to take place and to keep good business records. More information on how Vanco collects and stores data can be found at: <https://www.vancopayments.com/privacy>

The Bible Chapel uses services provided by RightNow Media to provide you with access to free online Bible study and teaching resources. Your name and email address may be collected in order to enable your access to these resources. More information on how RightNow Media collects and stores data can be found at: <https://www.rightnowmedia.org/PrivacyPolicy>.

The Bible Chapel uses services provided by Google Forms to collect your name, email address and phone number to provide you with training for events. More information on how Google Forms collects and stores data can be found at: <https://policies.google.com/privacy?hl=en>

The Bible Chapel uses services provided by Survey Monkey to collect your name, email address and phone number to provide you with our church's survey services. More information on how Survey Monkey collects and stores data can be found at: <https://www.surveymonkey.com/mp/policy/privacy-policy/>

The Bible Chapel uses services provided by Eventbrite to collect your name, email address and phone number to provide you with our church's ticketing services. More information on how Eventbrite collects and stores data can be found at: <https://www.eventbrite.com/privacypolicy/>

The Bible Chapel uses services provided by the Homeroom App to collect your name, email address, phone number and photographs to provide you with updates from our Tender Shepherd Preschool classrooms. More information on how Homeroom collects and stores data can be found at: <https://cluster.co/privacy/>



### **Log Files**

Like most websites, the Sites and/or App log your IP address, browser type, hits on particular pages and other general traffic information. This information is not linked to PII and you remain anonymous through this process.

If you choose to link, create or log in to the live service on The Bible Chapel's Sites or App using your Facebook account, then The Bible Chapel may receive information about you or your connections from Facebook.

### **Use of Photographs**

The Bible Chapel will use candid photos of various activities on the Sites and App from time to time. Photos taken on church locations or at church events are stored on SmugMug.com. Photos are kept private so they cannot be seen by anyone who does not have the proper link or administrative access to our account. The Bible Chapel makes every effort to ensure that all adults pictured in photographs that are used for public viewing have a photo release on file, but cannot guarantee that in every single case. On days when large group shots will be taken during services or events, signage will be posted at venue entrances and exits informing guests of the photography taking place. Adults who do not wish to have their photos taken or used should inform the church at [publicity@biblechapel.org](mailto:publicity@biblechapel.org). All photos depicting children are publicly displayed only if all children in the photograph have photo releases on file from their parents or guardians. While The Bible Chapel makes every effort to enforce these policies, we cannot control what photos other guests or congregants may take while in the building, and are not liable for your photograph being taken and made public by another guest or congregant while on Bible Chapel property. For more information on how Smug Mug collects and stores images and other data, please review SmugMug's privacy policy at <https://www.smugmug.com/about/privacy>; and SmugMug's terms of use at <https://www.smugmug.com/about/terms>.

### **Cookies**

A "cookie" is a file that is sent from a web server to your web browser and placed on your computer. When you initially visit the Sites or use the App, we create a cookie for your computer or mobile device and then use it to track your clicks as you go through the Sites and/or App. There is no PII stored within the cookie itself and we cannot use cookies to retrieve PII about you or from your computer or mobile device. While your activity may be tracked while you are at our Sites or using the App, we do not use cookies to track your activity before or after you leave the Sites or stop using the App. We use cookies to keep your style preferences for the layout of the Sites and/or App, and to maintain an active connection for our administrators on the database. You may be able to delete the cookies by consulting your browser and/or computer instructions. Please note that any deletion of cookies could affect how the Sites and/or App appear and/or operate for you.



By providing to The Bible Chapel the PII and other information referenced above, you are giving The Bible Chapel your express consent to use the PII and other information collected about you in accordance with the terms of this Policy.

### **Sharing of PII and Other Information**

Except as noted herein, The Bible Chapel does not sell or share your PII with any person or entity outside of The Bible Chapel.

The Sites and/or App may integrate with social media sharing services which will let you share actions you take on our Sites and/or App with other sites, apps, locations, or media, and vice versa. Please review the privacy policies of those social media services for more information about how such services handle the data you provide to or share through them.

If you give us PII or other information, including for purposes of submitting a testimony, signing up for a newsletter, contacting the church, making a financial contribution online, or paying for an event or preschool tuition, The Bible Chapel may share certain portions of that PII and other information with its vendors in order to fulfill the purpose for which you provided the information, or to make the Sites, App and services related to the Sites and App function properly. This may include sharing portions of your PII with:

- the U.S. Postal Service, our mailing and shipping provider, to send you correspondence regarding church news and events, giving statements, or invitations;
- Vanco, our payment processor, to the extent necessary to complete transactions you initiate on or through the Sites or App;
- Flocknote, our text and email service providers, to notify you of activities and events that may interest you;
- Formstack, our online form provider, to process forms that you complete on the Sites or through the App;
- Google Forms, to process online training for events;
- Survey Monkey, to process survey's for our church's development;
- Eventbrite, to provide ticketing to events;
- Homeroom, to provide updates about Tender Shepherd Preschool;
- Realm and Planning Center Online, our church management software providers, to provide you with additional ways to interact with The Bible Chapel and communicate with other church members; and/or
- Upward, our youth sports provider, to organize sporting events in which children or adults sign up to volunteer or participate.

The Bible Chapel will disclose your PII or other information if we believe that it is appropriate to share such information in order to comply with the law, or to cooperate with a governmental or law enforcement investigation. The Bible Chapel may also share PII or other information to protect the rights, property or safety of the Sites and App, any user of the Sites or App, The Bible Chapel or any



of its directors, officers, employees, agents or affiliated organizations or sister sites or apps.

The Bible Chapel may share your PII and other information with a third party if The Bible Chapel's ownership status changes, such as if The Bible Chapel is acquired or acquires another entity.

Other than what is referenced above, the PII and other information collected from you is not shared with nor sold to any person or entity outside of The Bible Chapel.

### **Review of Collected PII/Other Choices**

If you would like to review, edit or delete any of the PII The Bible Chapel collected from you, or wish The Bible Chapel to cease using your PII in the manners specified in this Policy, please contact The Bible Chapel at [info@biblechapel.org](mailto:info@biblechapel.org). Please note that The Bible Chapel will do its best to accommodate your request, but The Bible Chapel cannot guarantee we can remove all PII from the specified uses. Therefore, please be as specific as possible in your request. If the request relates to information that The Bible Chapel needs to make the Sites or App function properly for you, you may not be able to use the Sites or App properly moving forward.

You may also be able to make changes to PII The Bible Chapel collected from you through services provided by Realm, Flocknote and Vanco by visiting your accounts at such third party locations.

The Bible Chapel reserves the right to maintain proper organizational records as required by law, or for otherwise legitimate record-keeping purposes to the extent permitted by law, even if such records contain your PII.

If you would like to opt out of receiving newsletters or other promotional emails from The Bible Chapel, please follow the opt-out instructions at the bottom of the emails we send you, or send The Bible Chapel a detailed email at [publicity@biblechapel.org](mailto:publicity@biblechapel.org).

The Bible Chapel does not knowingly collect any information from minors, nor are the Sites or App directed at or intended for minors. If a minor uploads/posts information on or through the Sites or App that is publicly available, and the minor subsequently wants that same information deleted, the minor has a right to request that said information be removed from public viewing. A minor may email [info@biblechapel.org](mailto:info@biblechapel.org) and request that any such information to be removed. Any removal of content by The Bible Chapel does not ensure or guarantee complete or comprehensive removal of the content in all places. The content may have been shared or reposted by other parties, or federal or state law may require maintenance of the content or information.

### **Response to "Do Not Track" Requests –**

The Bible Chapel does not have the technological capabilities to act on or respond to "do not track" requests or similar technical signals you might enable through the settings on your browser.

Third parties that may directly collect information through the Sites or App may respond differently than The Bible Chapel to "do not track" requests, so you should consult the applicable privacy





policies of those third parties for that information.

### **Data Security and Retention**

The Bible Chapel uses, implements and maintains industry standard technological security measures that are reasonably designed to help guard your PII and other information from loss, unauthorized access or disclosure, both in storage and in transmission. These measures include a lockout procedure after multiple unsuccessful login attempts to a user's account.

The Bible Chapel retains collected information for a reasonable amount of time in order to fulfill the stated purpose for why the information was collected. The Bible Chapel will also retain collected information connected to organizational records for periods of time required by law. If The Bible Chapel determines that collected information is no longer needed, it will delete such information. Our collection times will be consistent with applicable law.

### **Posting of PII and Other Information**

While The Bible Chapel takes the issue of protecting your PII seriously, you should exercise discretion in what information you disclose and/or transmit on or through the Sites and App. The Bible Chapel cannot guarantee that information sent over the Internet is fully secure. Please be aware that whenever you voluntarily disclose PII online – for example, in a posted testimony, or through email – that information can be intercepted and used by others before it reaches The Bible Chapel. By disclosing PII online, you may also make that information available to others who could use it to send you unsolicited messages or for other purposes you may not desire or intend. If you are concerned about sending information to The Bible Chapel over the Internet, please send the information by mail or call us to make other arrangements. The Bible Chapel is not responsible for the security of information sent over the Internet.

### **Children's Privacy**

The Sites and App are intended for individuals 18 years of age and older located in the United States. While our Sites and App are not directed at, marketed to, nor intended for children under 13 years of age, we love children and understand that it is very important to maintain their privacy. Therefore, our policy is that we will not knowingly collect, use or distribute to third parties any PII from any child under 13 years old without verifiable parental consent, and The Bible Chapel will not knowingly allow any child under 13 years old to publicly post or distribute PII without verifiable parental consent. If The Bible Chapel learns that any information was provided on or through the Sites or App by a person younger than 13 years of age without verifiable parental consent, The Bible Chapel will delete the information immediately.

The Bible Chapel will not use a minor's PII to market or advertise certain products or services deemed harmful to children. The Bible Chapel also will not disclose any minor's PII if it has actual



knowledge that the minor's PII will be used for the purpose of marketing or advertising the harmful products or services.

### **Non-U.S. Concerns**

The Sites and App are meant for individuals within the United States. The Bible Chapel only knowingly collects information from individuals within the United States. If you provide information to The Bible Chapel from outside of the United States, you do so at your own risk. If you are outside of the United States, you are responsible for complying with any local laws regarding use of the Sites or App and any related data collection. You also agree and acknowledge that by providing any information, including PII, on or through the Sites or App, that such information will be transmitted to, and stored in, the United States.

### **Links to External Websites**

The Sites and/or App may contain links to other external sites, including those embedded in third party advertisements or sponsor information, that are owned and operated by third party vendors and other third parties (the "External Sites"). The Bible Chapel is not responsible for the privacy practices, data collection policies, availability of service, or the content located on or through any External Sites. You should consult the privacy policies of those External Sites for details. Please understand that by providing you with a link, The Bible Chapel does not endorse the content of any External Sites or present it as representative of the views, attitude, or disposition of The Bible Chapel.

The Bible Chapel may also allow interaction between the Sites, App and other online services such as Facebook or other social media providers. This may include the "Like" button or other plugins available through the Sites or App that allow you to share information with persons outside of the Sites or App. Please consult the privacy policies of those third party providers before using them to make sure you are comfortable with the level of sharing.

### **The Bible Chapel Mobile App**

When using the App, you will be asked to opt-in before we collect PII or other sensitive data specific to your mobile device, such as location information. The App also gives you the ability to control whether notifications are sent to your mobile device.

Standard data and other fees may be charged by your mobile phone carrier when using the App, so please be aware of such charges.

### **Your Consent**

By using these Sites and App, you are giving The Bible Chapel your express consent to use the information collected about you as set forth in this Policy.



### **Contact Information**

If you have any questions regarding this Policy, you can send an email to [info@biblechapel.org](mailto:info@biblechapel.org), or contact us at 300 Gallery Drive, McMurray, PA 15317.

It is the policy of The Bible Chapel to strictly enforce this Policy. If you believe there has been some violation of this Policy, please contact The Bible Chapel.

This Policy was last updated on November 1, 2018.