Information Sharing and Privacy Policy

Center for Analytics, Research and Data
United Church of Christ
700 Prospect Avenue East
Cleveland, OH 44115-1100

The Center for Analytics, Research and Data (CARD) of the United Church of Christ (UCC) collects and maintains information on ministers, churches, associations, conferences, and other UCC-related bodies and organizations (“data subjects”) for the main purposes of annual Yearbook production and on-going statistical reporting. It is the policy of CARD that the data collected be used only in a manner that complies with applicable laws.

Gathering Information

We gather information on individuals and organizations. Individual information gathered includes:

- Name
- Home address
- Work name, address, and phone number (current and past)
- Home and cell phone numbers
- Email address
- Gender
- Race
- Date of birth
- Date of ordination (if ordained)
- Local church membership

Organizational information includes:

- Name
- Location and mailing addresses and phone/fax numbers
- Website and email addresses
- Primary race of membership
- Year organized
- Current standing status
- Special designations (Accessible, ONA, Still Speaking, Dual/Federated)
- Membership and attendance statistics
- Ministerial support/staff compensation
- Income, expenses, and mission support
Ways that we gather this information may include:

- Communications and reporting from other staff and offices in national and conference/association settings of the UCC
- Direct database imports from the UCC Ministerial Snapshot (only applicable to individuals and is limited to home address, phone number, and email address)
- Internet/website searches where specific information is already made public (such as church, association, or conference websites)
- Direct communication with data subjects

How We Share This Information

I. Yearbook & Directory / Access UCC / Find a Church

The methods by which we share this information include, but are not limited to, the annual publication of the UCC Yearbook & Directory and through Access UCC, the denominational online directory. Both methods are products / services of CARD that require purchase or a paid annual subscription and are available only through the UCC directly. These products and services are available to the general public and the purchasers are not subject to further review as described under the heading “How We Protect This Information.”

Church information such as location address, phone and fax numbers, website and email addresses, and special designations are shared on the “Find a Church” portal on ucc.org. CARD also maintains a denominational database (the “Data Hub”) through which conferences and associations have access to church and individual information within their respective judicatories.

II. Within the UCC

We reserve the right to share information with others within the UCC when such information is requested. Most often, requests come from:

- Conferences
- Associations
- Local churches
- Authorized ministers
- UCC colleges and seminaries
- Other UCC-related organizations
- Teams/offices in UCC national setting

Requests vary, but may include: specified mailing lists, church membership and financial information, and ministerial information.
III. Outside the UCC

We reserve the right to share information with outside individuals and organizations that request information primarily for, but not limited to, social science research purposes. All requests from outside individuals and organizations must be reviewed and approved by the CARD Director. These requests from outside organizations (such as non-UCC related colleges and seminaries or non-profit church-related institutions) may include: information about specific churches and other organizations, including contact information, and information about individuals.

How We Protect This Information

CARD is committed to the highest ethical standards of information sharing, privacy, and research practices and will not knowingly act to the detriment of those individuals and groups whose information we collect and maintain.

We do not share information for the purpose of promoting products or services other than those produced by national entities of the UCC.

All requests from outside individuals and organizations must be reviewed and approved by the CARD Director. Prior to the release of such information, requesting entities must also sign a UCC Data Sharing Agreement, which stipulates that they will use the information for the sole purpose for which it was requested and will not transfer or assign the information to others. When statistical information is requested, CARD will apply statistical techniques to ensure that individual responses cannot be identified.

Opting Out of Information Sharing

Individuals possess the right to opt out of having the following information printed in the UCC Yearbook & Directory, posted in Access UCC, or generated in Data Hub reports: home address, phone number, and email address. Individuals desiring to opt out of sharing this information in the aforementioned ways must contact their respective conference office to request this change.

June 19, 2014