



# 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, Local Churches, Associations, Conferences, and other UCC-related bodies and organizations (“data subjects”) for the main purposes of annual Yearbook production and ongoing statistical reporting. It is the policy of CARD that the data collected is 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)
- Current ministerial status and credentials, which may include fitness reviews, endorsements, and disciplinary information
- Local church membership

Organizational information is gathered and input directly by the organizations and 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

- Giving to various church funds

Ways that we gather this information may include:

- Communications and reporting from other staff and offices in the National Setting and Conference/Association settings of the UCC. Note that data on individuals is directly input by their Conferences.
- 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.” Information on non-authorized individuals is not published in the Yearbook and is not available in Access UCC unless a non-authorized individual is serving as the pastor of a congregation; in this instance, only the individual’s name and the name of the congregation is publicly available.

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 Local Church and individual information within their respective jurisdictions. In addition, staff in the National Setting have access to the Data Hub.

### **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

Other uses will be considered on a case-by-case basis.

### **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 nonprofit 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 data is requested, CARD will remove any personally-identifying information to ensure individual responses remain anonymous.

#### **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: 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.

January 1, 2019