



## Grace Chapel Privacy Policy

**March 18, 2008**

Grace Chapel recognizes that privacy is important. This Policy applies to Grace Chapel's web site content only, as well as the web content of all affiliated companies (in this case, Grace Counseling Services). If you have questions about our policy that are not addressed in this document, please contact us at 303-799-4900 or e-mail us at [hello@gracechapel.org](mailto:hello@gracechapel.org).

### **Information we collect and how we use it:**

We offer the majority of the information from [www.gracechapel.org](http://www.gracechapel.org) without requiring you to register for an account or provide any personal information to us. In order for you to use sections such as "Contact Us" or our "Forums," you will be asked to provide personal information. For sections where you send us information, we require at least a first name and e-mail address in order to respond to any questions, comments, or prayer requests you might have. This also ensures that we received you message.

Regarding the information you provide to register for our forums, this information is necessary in order for you to post comments and responses in the forums. You do not need to register if you only wish to read what has been posted. The information you provide will also help us track posts that have been made. We reserve the right to delete any offense, obscene, vulgar, or negative posts which we deem unnecessary for a church web site. We also reserve the right to contact a user that has a history of posts that have not been deemed suitable for the Grace Chapel forums. If the posts continue, we will block that user from accessing our forums.

### **The following are ways that Grace Chapel receives user information from our web site:**

- **Information you provide** – When you register as a member of the Grace Chapel forums or submit information in a questionnaire, or registration form, we ask you for personal information (such as your name, e-mail address and an account password). For registration forms, we may request credit card or other payment account information which is handled by [www.paypal.com](http://www.paypal.com). This service has been highly rated for its security and privacy. Visit their site for more information. Registration information not pertaining to your payment account is handled by [www.eventbrite.com](http://www.eventbrite.com). Please visit their site for further information about their security and privacy policy. The information that Grace Chapel handles is the questions, comments, and prayer requests submissions as well as forum registration information. We do not use this information for any other purpose than for record keeping. Your information will not be given or sold to any other parties.

- **Grace cookies** – When you visit Grace Chapel’s web site, we send one or more cookies - a small file containing a string of characters - to your computer that uniquely identifies your browser. We use cookies to improve the quality of our web site by storing user preferences and tracking user trends, such as how people search. Most browsers are initially set up to accept cookies, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some Google features and services may not function properly if your cookies are disabled.
- **Log information** – When you use the Grace Chapel Forums, our server automatically records information that your browser sends whenever you visit a web site. This may include information such as your web request, Internet Protocol address, browser type, browser language, the date and time of your request and one or more cookies that may uniquely identify your browser.
- **User communications** – When you send email or other communication to Grace Chapel, we may retain those communications in order to process your inquiries, respond to your requests and improve our available information on the web site.
- **Affiliated sites** – We offer some of our services in connection with other web sites. Personal information that you provide to those sites may be sent to Google in order to complete registrations or payments. We process such information in accordance with this Policy. The affiliated sites may have different privacy practices and we encourage you to read their privacy policies. Our affiliated sites included but are not limited to [www.gracecounseling.net](http://www.gracecounseling.net), [www.paypal.com](http://www.paypal.com), [www.eventbrite.com](http://www.eventbrite.com).
- **Links** – Google may present links in a format that enables us to keep track of whether these links have been followed. We use this information to improve the quality of our search technology and customized content. Ideas and theology found in links and articles on the Grace Chapel web site do not necessarily convey all the views that our church holds. If you would like to read more about Grace Chapel’s doctrine, please read our [doctrinal statement](#).
- **Other sites** – This Privacy Policy applies to web sites and services that are owned and operated by Grace Chapel. We do not exercise control over the sites displayed as external links owned by other companies. These other sites may place their own cookies or other files on your computer, collect data or solicit personal information from you.

Grace Chapel only processes personal information for the purposes described in the applicable Privacy Policy and/or privacy notice for specific services. In addition to the above, such purposes include:

- Providing our users with informative content and interactive ways to respond.
- Auditing, research and analysis in order to maintain, protect and improve our web site;
- Ensuring the technical functioning of our network; and
- Developing more effective ways of communicating.

## **Choices for personal information**

When you sign up for a particular service that requires registration, we ask you to provide personal information. If we use this information in a manner different than the purpose for which it was collected, then we will ask for your consent prior to such use.

If we propose to use personal information for any purposes other than those described in this Policy and/or in the specific service notices, we will offer you an effective way to opt out of the use of personal information for those other purposes. We will not collect or use personal information for purposes other than those described in this Policy and/or in the specific service notices, unless we have obtained your prior consent.

You can decline to submit personal information to any of our services, in which case Grace Chapel may not be able to provide you with an electronic method of registering, asking questions, or posting on our forums.

## **Information sharing**

Grace Chapel only sharing your information with the affiliated companies as listed above. If in the rare occasion that your information is to be used in a manner other than described in this policy, you will be contacted prior to use for your consent. If consent is not given for the special circumstances, Grace Chapel will abide by your wishes.

We may share with third parties certain pieces of non-personal information, such as the number of users who searched for a particular term, for example, or how many users clicked on a particular link. Such information is helpful for further developing the web site, and it does not identify you individually.

Please contact us at the address below for any additional questions about the management or use of personal data.

## **Information security**

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These includes strict security measures as far as access to the web content and the security use of outside companies, such as PayPal, which ensure safe keeping of your personal payment information.

We restrict access to personal information to Grace Chapel staff members, and the limited few contractors and agents who need to know that information in order to operate, develop or improve our services. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

## **Data integrity**

Google processes personal information only for the purposes for which it was collected and in accordance with this Policy or any applicable service-specific privacy notice. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve what our web site has to offer. We take reasonable steps to ensure that the personal information we process is accurate, complete, and current, but we depend on our users to update or correct their personal information whenever necessary.

## **Accessing and updating personal information**

When you use Grace Chapel's web site, we make good faith efforts to provide you with access to your personal information to correct this data if it is inaccurate or to delete such data at your request if it is not otherwise deemed necessary.

## **Enforcement**

Please feel free to direct any questions or concerns regarding this Policy or Grace Chapel's treatment of personal information by [contacting us](#).

## **Changes to this policy**

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Policy without your explicit consent, and we expect most such changes will be minor. Regardless, we will post any Policy changes on this page and, if the changes are significant, we will provide a more prominent notice. Each version of this Policy will be identified at the top of the page by its effective date.

If you have any additional questions or concerns about this Policy, please feel free to contact us any time through this web site or mail us a letter at Grace Chapel 8505 S. Valley Hwy, Englewood, CO 80112.