

**St. Matthew's Ev. Lutheran Church and School**

**Oconomowoc, Wisconsin**

**Privacy Notice**

(effective February, 2008)

**Our Commitment To Privacy**

This privacy notice discloses the privacy practices for St. Matthew's Ev. Lutheran Church and School. Your privacy is important to us. To better protect your privacy we provide this notice explaining our information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available at every point where personally identifiable information may be requested.

This privacy notice will notify you of the following:

1. What personally identifiable information is collected from you, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

**Information Collection, Use, and Sharing**

We are the sole owners of the information collected. We only have access to / collect information that you voluntarily give us via email or other direct contact from you. We will not share, sell or rent this information to anyone. We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request. Unless you ask us not to, we may contact you via email in the future to tell you (for example) about changes to this privacy policy.

**Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address, or phone number given at the end of this notice:

- See what data we have about you, if any.
- Change / correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

**Security**

We take precautions to protect your information. Only staff members who need the information to perform a specific request are granted access to personally identifiable information. The computers / servers in which we store personally identifiable information are kept in a secure environment.

### **Third-Party Websites**

Our website may provide links to third-party websites. Any such links are provided solely as a convenience to you. St. Matthew's Ev. Lutheran Church and School has no control over these websites or their content and does not assume any responsibility or liability for these websites. St. Matthew's Ev. Lutheran Church and School does not endorse or make any representations about these websites, or any information, materials, or products found thereon. If you access any of the third-party websites linked on this Web site, you do so at your own risk.

### **How To Contact Us**

Should you have other questions or concerns about these privacy policies, please send us an [email \(gzaferos@smls.org\)](mailto:gzaferos@smls.org) or call the Office of the Business Administrator at 262-567-2418 extension 24.

**This Privacy Notice is subject to change without prior notice!**