Privacy Policy

Overview
The following summarizes the information collection and usage practices affecting visitors to the website located at: www.gracestlukes.org

Grace-St. Luke’s Episcopal Church is committed to protecting the personal information provided by visitors to its website. We have created this Privacy Policy to explain why we collect particular information from visitors to our website, and how we protect the personal information of visitors to our website.

Grace-St. Luke’s Church reserves the right at any time and without prior notice to change this Privacy Policy by posting such changes on our website. Any such changes will be effective immediately upon posting. By visiting the Grace-St. Luke’s Church website, you consent to the information protection practices described in this statement.

What Information Does Grace-St. Luke’s Church Collect and Why?
Grace-St. Luke’s Church collects from visitors to our website only an Internet Protocol (IP) address and, where applicable, the other information specifically described below. We do not otherwise request or store personal information from our visitors. We do not sell personally identifiable information from our visitors. Except as required by law, or to protect the rights or property of Grace-St. Luke’s Church, or to complete a transaction or provide a service requested by a visitor to our site, we will not disclose the visitor’s information to any other person or entity, and in all cases we will use such information only for the purposes described below.

Member Directory
Grace-St. Luke’s Church has a member directory with names, phone numbers, addresses, and emails which is only available to members and friends of Grace-St. Luke’s Church. It is periodically distributed in print at the church. To request a copy or to add your information to this directory, contact the office. The online version is password-protected. Directory users agree not to use directory information for commercial or political purposes.

Collection of IP Addresses
We collect an IP address from each visitor to our website. An IP address is a number that is automatically assigned to your computer when you use the Internet. IP addresses do not contain personally identifiable information. We use IP addresses to administer our website, help diagnose problems with our server, analyze trends in use of our website, and gather aggregate demographic information to help us improve the site. We may use IP addresses in the future to help us deliver customized content.

Use of “Cookies”
Our website uses “cookies” for Google Analytics and for CMS login and sessions and to enhance your experience while visiting our website. The session information we create is anonymized. Cookies are text files that some websites transfer to the computer that is browsing the site, to personalize the user’s experience while visiting the site, and to help analyze usage of the site. Use of cookies makes web-surfing easier for the visitor, for example by saving the visitor’s preferences and informing the server when visitor returns. Cookies are uniquely assigned to each visitor’s computer and can be read only by a web server in the same domain that issued the cookie. Grace-St. Luke’s Church does not use cookies to collect or store personally identifiable information about visitors to our website. We only will use the information we collect through cookies to understand trends in our visitors’ preferences, as a group, with the goal of improving our website.
Visitors have the ability to accept or decline cookies from our website. Most web browsers are set to accept cookies. If you would prefer not to receive cookies, you typically may change the configuration of your browser to refuse cookies. It is possible that some areas of our website will not be properly viewable if the visitor refuses cookies.

**Security of Information Transmitted By Visitors**
All information provided by visitors via the Grace-St. Luke’s website is transmitted using Secure Socket Layer (SSL) encryption. SSL is a proven, widely-used coding system that permits the visitor’s browser to automatically scramble, or encrypt, information before sending it to Grace-St. Luke’s. We protect any such information we receive by storing it on a secure portion of our server that is only accessibly by qualified employees of Grace-St. Luke’s.

When visitors provide Grace-St. Luke’s with personal information, we abide by any limitation as to its purpose that is expressed where it is collected.

Unfortunately, no information transmission over the Internet is 100 percent secure. While we strive to protect our visitors’ personal information, we cannot guarantee the security of any information.

**Donate Online**
Credit card payments to Grace-St. Luke’s Church also may be arranged. All credit card transactions are conducted through a secure gateway. Credit card numbers are not collected electronically by Grace-St. Luke’s Church nor stored on the Grace-St. Luke’s Church server. Please contact the Church Office for information about making a payment by credit card.

**Return Policy**
All donations are non-refundable.

**Other Websites**
The Grace-St. Luke’s Church website contains links to other sites from time to time. Please note that when you click on one of those links, you are entering a different website for which Grace-St. Luke’s Church has no responsibility, and to which our Privacy Policy does not apply. We encourage you to read the privacy statements on all such sites, as they may differ from ours.

**Use of Your Photos & Media Opt-Out Form**
We believe that using photos of friends of all ages in our print and web publications fosters a greater sense of community. Photography and video of our church members and friends help to display the vibrancy and joy of our church community. We use photos to enhance the quality of our print materials, newsletters, website, social media, publicity, and fundraising. As a participant in our church events, you have a right to opt out of inclusion in photographs/media, but unless an Opt-Out form is signed and on file, participation at our church events implies permission for the use of images taken at those events. To opt-out, please complete and sign this [Opt-Out Form](#) and turn in the completed form to the church office along with your photo. Individuals who have submitted an opt-out form should also inform event photographers of their decision to opt-out so that they are not accidentally captured in crowd shots.

**Remember:** participation in our church events implies permission for the use of images taken at those events unless we have a signed opt-out form on file at the church office with a reference image of the person opting out.

**Contact Us**
Questions regarding this Privacy Policy or your personal information transmitted to Grace-St. Luke’s Church may be directed to: [gsl@gracelstlukes.org](mailto:gsl@gracelstlukes.org).