

GENERAL PRIVACY POLICY

You have provided _____ (Name of Location) with your name, address(es), telephone number(s), email address(es) and/or other personally identifiable or sensitive information. We are concerned about your privacy and will take all reasonable steps required by the applicable policies, rules, regulations and laws to protect the type of information you provide.

We use your personally identifying information to _____ (Describe).

Only those persons with a need to know will have access to your information. They include the following _____ (Identify the functions/title, not names).

We do not provide your information to third parties, except where required by process of law.

We will keep your information for as long as it is required for us to provide the services you need and as required by applicable rules on record retention.

If your information changes, you should let us know by _____ (Describe the Process).

Paper records with your information are kept in locked files. Electronic records are protected by passwords and/or encryption, depending on the nature of the information.

Improper use of or access to your information shall subject the person(s) engaged in such activity to appropriate discipline, depending on their status (staff, volunteer, student, clergy or religious, contractor) and the nature and severity of the breach.

Any information about you that we obtain because you use any electronic communications device, system, material or service that (1) is owned or paid for by us, (2) is used on our premises, or (3) is used for us or on our behalf is subject to the Acceptable Use and Responsibility Policy for Electronic Communications (“Archdiocesan AUP”), which is accessible at:

[http://handbook.la-archdiocese.org/chapter-10/section-10-3.](http://handbook.la-archdiocese.org/chapter-10/section-10-3)

If you have any questions or concerns about our privacy policy or about the information we may have about you, please contact _____ (Insert Contact Name and Information).

