

Alabama-West Florida Conference Database

FAQs about data policy

1. Who has access to data?

- Conference staff
- District Staff
- Select Conference and District officers
- Local churches can access their church and their officers' information only. This is done through the Local Church Dashboard.

NOTE: All users must log in to the database to access any information.

2. Are there different levels of permission for different users?

Yes. Conference and District staff and other users are only given the permission level they need to do their ministry. Local churches can only access their church and their officers' information through the Local Church Dashboard.

3. Where is the information used publicly?

- **Church Information**
 - Posted on website
 - Printed in directories
 - Church email address posted on website if provided
- **Clergy Information**
 - Office contact info posted on website
 - Office email posted on website
 - Printed in clergy directories (includes home info)
- **Laity Information**
 - Conference or district officer names and contact info posted on website only with permission (for example, if running for the position of conference Lay Delegate).

4. What information may Conference and District Staff share with others?

- **INFORMATION NEVER TO BE SHARED (Conference and District use only)**
 - Lists of email addresses
 - Lay local church officer home addresses, phone numbers and emails

- **Share with Approved Conference Advanced Specials (one time use list only)**
 - Church mailing addresses
 - Clergy office mailing addresses
 - Lay officer names / church addresses

- **Outside Organizations**
 - We do not share any lists with outside organizations
 - The Office of Communications is always looking for relevant content for the NewsCONNECTION, the official conference e-newsletter. Other organizations wishing to communicate with those in our conference may submit a request to marycatherine@awfumc.org.

Rules for Conference and District Staffs and other database users...

- **NEVER give out list of email addresses.**
 - If organization wants to email information to a group, the Conference or District office will do it for them, if approved and relevant.

- **NEVER give out lists of lay persons names, home contact information or emails!**

- **NEVER give out individual's contact information unless you have their permission.**

- **NEVER give out social security numbers.**

- **When in doubt send request to Office of Communication.**