

Cornerstone Christian Church Online Community Guidelines & Privacy Policy

What is *SquareOne*?

SquareOne is the name of an internet based software application utilized by Cornerstone Christian Church to promote communication and connection of attenders/members. It is used to track secure Kidz' Check-in, financial information, events, building use, group information and personal profiles. You can choose to update your own information with individual/family photos, share your passions to match with ministry opportunities, add friends to your list and even link to your facebook page.



As a regular attender of Cornerstone Christian Church, we encourage you to become part of our online community!

Is my information safe and private on SquareOne?

While our website (effinghamcornerstone.net) is public, **SquareOne** is private. Only those who have approved login and passwords can join. Individual members have the ability to set and manage their own privacy settings in order to personalize whatever level of privacy they feel most comfortable with. You can choose to be “listed” or “unlisted”. Unlisted information is only seen by staff/leadership with “administrative privileges”.

Guidelines for Use:

We ask that all **SquareOne** participants protect the privacy of other members. Violating guidelines will result in blocked access and/or revocation of privileges. By becoming a member of **SquareOne**, you agree to the following:

- ❖ **SquareOne** is intended for personal/CCC ministry use only and not for solicitation of any kind. Please do not use it for business purposes or ministry, groups, etc. outside of Cornerstone Christian Church. While it may be a convenient form of communication to promote, advertise, or inform people of good “opportunities”, we ask that it only be used for encouraging, informing and connecting our community in regards to participation at CCC.
- ❖ Please protect the privacy of other members by not giving out personal information to those outside the online community. If you would like someone’s information that is “unlisted”, please ask them directly.
- ❖ Please do not send messages or emails that are not directly related to CCC, its groups, events or administration. We ask that jokes, stories, petitions, etc. be communicated via other means.
- ❖ Please do not add **SquareOne** members to other lists without prior consent.
- ❖ Please keep **SquareOne** communications positive and refrain from any negative communication that does not edify the church body and its members. Discussions will be monitored by church leaders/staff on a regular basis.
- ❖ Members who become inactive after 90 days at CCC or who do not follow these guidelines will have their access blocked. Please inform Teresa McCloy Communications Minister of any problems or concerns so they may be addressed properly. Send any questions/concerns to: tmccloy@consolidated.net

SQUAREONE Privacy and Security information



Church Community Builder is committed to providing you with the best security for your data. Our main goal is to make your entire community of users feel that we have done everything we can do to protect their information.

We want your staff to feel secure...

- as they work with member data
- as they invite members and volunteer leaders to be a part of the online community
- as they communicate across the Internet

We want your members to feel secure...

- as they update their information (helping their church know when changes occur in their lives)
- as they share information with staff, group leaders, and the community
- as they view and print their own contribution information

We want your IT professionals and consultants to feel secure...

- by knowing we use state-of-the-art facilities and equipment
- by knowing we use high quality 256-bit SSL encryption to secure transmission of data
- by knowing we monitor inbound/outbound traffic daily to evaluate security risks
- by knowing your data is backed up nightly and replicated offsite to our secure, redundant datacenter

Network Operations Center

Your data is one of the most important aspects of the Church Community Builder Solution and we treat it as such. The following are specifics for our primary network operations center where the Church Community Builder software is maintained and where your live data is stored. Backups are stored onsite and, more importantly, offsite. You can learn more about backups later in this document.

- Network backbone — multiple OC12 and OC48 connections
- BGP4 — automatic failover through Level3, Time Warner, and Cogent providers
- Triple door access — through two keycard doors & one physical key door for access • Locked server rack access
- 24/7 video surveillance
- Network Operations Center
- Two fully separate city power grids with automatic transfer switch • Facility-wide UPS (battery uninterruptible power supply)
- 500KVA Onan diesel generator for continuous back-up power
- Dry pipe fire suppression system
- 365/24/7 emergency support for the facility
- Raised and vented flooring for superior environment management

Having great security, resilience, and responsiveness in a primary data center is important, but what happens in the unlikely event of a catastrophe? Church Community Builder utilizes a second data center as part of our disaster recovery plan. Our redundant datacenter provider is SAS 70 Type II certified and employs biometric scanners, 24/7 onsite personnel, redundant network/power/generator/cooling systems, multi-carrier internet backbones, and more. We want to ensure that, should the worst happen, your data (and access to it) is secure.

Application Security

We recognize you are entrusting your data to Church Community Builder. It's critical for your staff, volunteer ministry leaders, and members to have access that provides technological security and enforces human security.

Data Encryption

Church Community Builder uses the high grade 256-bit SSL encryption certificates for access to all user data and user logins, and processing financial transaction data. These enterprise-level certificates through Comodo Enterprise SSL provide assurance that your data is protected between our servers and your computer.

Login Security

On the user end, we require that all individual logins require at least one numeric and one alpha character, and that their password must be at least six characters long to further ensure security of the data. In addition, after five unsuccessful attempts at login, the user's account is locked for a 60-minute period. In addition, we automatically log users out of an unused session after 60 minutes of inactivity to prevent unauthorized access.

User Authentication

Church Community Builder was designed from the ground up to give you control over how each person is able to access your data. User permissions can vary from Limited Access Users that cannot see any people in your database, to Basic Users with the ability to see other listed individuals, small group leaders with access to individuals and data in their groups, and all the way up to granular control with over 100 different areas of access for administrators.