

## Privacy Policy

(Revision June 23, 2011)

First Christian Church Owasso (FCCO) values your privacy and financial data protection. We have taken precautions to ensure that you know this is one of our highest concerns with regard to your participation in online transactions and event registrations with our church. This Privacy Statement for First Christian Church Owasso ("Privacy Statement") details the church's policies with respect to the handling of personally identifiable information ("Information") submitted by the reader of this Privacy Policy ("You") or otherwise collected by FCCO via the church's website or in the course of providing services to FCCO's member or visitors. FCCO will use and disclose Information only in accordance with the terms of this Privacy Statement.

### A. COLLECTION OF INFORMATION

The type of Information submitted to or collected by FCCO varies depending upon the nature of the activity and relationship with FCCO.

1. **Browsing the Website:** When You browse the church's website, FCCO may collect information regarding the domain and host from which You access the Internet, the Internet Protocol address of the computer or Internet Service Provider You are using, and anonymous site statistical data. This information is collected for the purpose of assessing the effectiveness of the church's website and for security reasons.
2. **Inquiries:** The website contains various forms, links to church e-mail addresses, and fax numbers that You may use to solicit information about the website, FCCO services, and the church in general. When You complete and submit a form, send us an e-mail, send us a fax, or contact us by telephone, FCCO may store the inquiries and their contents, including any personally identifiable information You may have provided. Any personally identifiable information You submit via an inquiry is collected only with Your knowledge and active participation.
3. **Use of Gateway Services:** When You register to use FCCO online giving or registration processing services ("Gateway Services"), You will be required to provide personally identifiable information and to enter into an agreement with FCCO. If You ordered any products or services from FCCO that use our Gateway Services ("FCCO Member or visitors"), You were required to submit personally identifiable information ("Order Information"). FCCO members or visitors transmit Order Information to FCCO for the purpose of processing registrations for events and activities. This Information is maintained in servers located within the U.S.A. and may also be maintained in servers located in Europe or Asia, depending on where the order originates or the geographic location of a FCCO member or visitor. FCCO may maintain Order Information for a certain period of time to comply with audits or for disaster recovery purposes.

### B. USE AND DISCLOSURE OF INFORMATION

Usage and disclosure of Your Information varies based on Your relationship with FCCO. FCCO never sells any personally identifiable information and, except as expressly set forth below, never discloses personally identifiable information to any third parties.

1. **Browsing the Website:** Information collected while You're browsing our website may be used to analyze trends, administer the website, improve site performance, gather broad demographic information, and for security purposes. Such Information may be disclosed to third parties to provide any of the aforementioned activities on behalf of FCCO.
2. **Inquiries:** Information collected during the course of You submitting an inquiry via online form, e-mail, fax, or telephone call may be used by FCCO to respond to Your inquiries or to contact You to inform You of services of FCCO that may be of use to You. Information collected during the course of an inquiry will not be disclosed to any third party unless such third party has been contracted by FCCO, with obligations of confidentiality, to contact You on our behalf.
3. **Use of FCCO Services:** If You are a FCCO member or visitor, FCCO will use Your Information during the course of providing You with the Gateway Services. During the course of providing such services, FCCO may disclose Your Information to third parties that have contracted with FCCO to perform certain functions of the Gateway Services on our behalf ("Subcontractors"). FCCO may also use Your Information to contact You about other FCCO offerings and to inform You about general church news and industry trends, directly or through the use of third party vendors. FCCO may also use Your Information for internal business analyses. FCCO will use Order Information during the course of providing processing services to such FCCO member or visitor requests or registrations. FCCO may also use Order Information at an aggregate level for internal analyses and fraud prevention. During the course of providing Gateway Services to FCCO members or visitors, FCCO may disclose Order Information to banks, processors, card associations, and other financial institutions that are involved in the course of processing or screening the transaction applicable to the Order Information.
4. **Use of Cookies:** Forms on our website may use cookies. Cookies are small files of data that reside on Your computer and allow FCCO to recognize You as a FCCO Member or visitor or a previous visitor of our website. FCCO may use cookies to populate frequently used forms or to provide You with other customized viewing options for Your convenience. FCCO uses cookies solely to maintain personalized services throughout the website.
5. **Confidentiality Obligations:** All contracts entered into between FCCO and FCCO member or visitors, FCCO and Subcontractors, and FCCO and other third party service providers contain express provisions governing the confidential treatment of any and all personally identifiable information.
6. **Investigations and Proceedings:** FCCO may use Information to conduct internal investigations. FCCO may disclose Information to cooperate with an investigation by law enforcement agencies or other governmental authorities and may also disclose Information in response to a subpoena, warrant, court order, or other comparable legal processes.

### C. INFORMATION SECURITY

FCCO is committed to privacy and security. FCCO uses Authorize.Net (CyberSource) as the Gateway Service Provider and First Bank of Owasso (FBO) as the Merchant Services Provider. Both organizations are compliant with the Payment Card Industry Data Security Standard ("PCI DSS"). Examples of CyberSource, FBO, and FCCO's security measures include: physical, electronic, and procedural safeguards; sophisticated security monitoring tools; documented security policies; use of strong encryption for transmissions of Order Information to and from FCCO member or visitors; restricted access of personally identifiable information; and, periodic security audits by third party security experts.

### D. CORRECTION AND DELETION OF INFORMATION

If You want FCCO to correct or delete Your Information that is stored on FCCO systems, please submit Your request in writing to:

First Christian Church Owasso  
10100 North Garnett Road  
Owasso OK 74055  
ATTN: Darla Clark  
Fax: (918) 272-9552

Subject to our ability to verify Your request and provided that FCCO is not required to maintain the Information by applicable laws, regulations, or contractual obligations, FCCO will correct or delete the Information within thirty (30) days of receipt of Your request.