

**Mechanic Grove Church of the Brethren**  
**Children's Outreach Ministries**  
**Privacy Policy**

At Mechanic Grove Church of the Brethren Children's Outreach Ministries (COM), we are committed to maintaining the accuracy, confidentiality, and security of your personal information. We may collect and maintain information including but not limited to the following:

- † Contact and identification information, such as your name, address, telephone numbers, email address(es), emergency contacts, and employment information
- † School registration information such as your or your child's name, birth date and academic data for those going to kindergarten.
- † Extracurricular registration information such as your or your child's preferences, interests and other members of the family or household
- † Medical information such as your child's allergies or other medical conditions, and insurance information

COM collects personal information in order to enable us to manage, maintain, develop, and conduct our activities, properly respond to medical emergencies, and to be able to comply with your requests. Your personal information is maintained by our Director(s) and shared with the COM Administrator and your child's teacher, as necessary. It will also be shared during emergency situations or when necessary to protect the safety of a person or group of persons. We may also share information with your consent. Consent is given by parents or legal guardians on our enrollment paperwork. It includes the following authorizations:

- † For COM to seek medical treatment
- † For your child to be photographed for internal projects
- † For your child to be photographed for public display
- † For COM to give your phone number and/or address to other COM parents for the purpose of scheduling birthday parties, play dates, etc.

It is important that the information contained in our records is both accurate and current. If your personal information happens to change during the course of our relationship, please keep us informed of such changes.

We take the protection of your personal data and that of your child very seriously at COM. We do not share data with any other sources. You may share your personal data with our vendors (e.g. book club, fund raiser entities, etc.). If this is a particular concern of yours, please take care when doing so. Please note that, while we do take care when choosing vendors with whom we work, due diligence is necessary on your part as well. We are not responsible for their use of the data you have given.

**Our belief:** While we are not overly preoccupied about the abuse of personal data in our community, we do live in a world where bad things happen. We trust that God will care for us and our children in a way that the rest of the world cannot understand, but we also believe that God expects us to be prudent when caring for His precious little ones. That said, we do take care, but do not go to inordinate measures to do so. We trust you will trust Him too.

Please sign below to acknowledge that you have received and read a copy this notice:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

enrolled child(ren)'s name(s):  
\_\_\_\_\_