**Diocese of Des Moines**

**Information Privacy Statement**

**Draft**

The Diocese of Des Moines is committed to maintaining the confidentiality and security of personally identifiable information that it collects, uses and discloses in furtherance of the mission of the Church.

Personal information is kept confidential and used only for the purposes for which it was collected or similar purposes in furtherance of the mission of the Church. The information will not be sold or disclosed for commercial purposes.  Aggregate statistical data may be disclosed without individual identifiers for research and reporting purposes.

Reasonable physical, electronic, and procedural safeguards are maintained to protect personal information from unauthorized access, loss, misuse, disclosure, or alteration.  Access is restricted to employees or agents of the Diocese who require the information in connection with the services they provide.

Individual privacy concerns should first be addressed with the individual’s pastor, school principal, human resources manager, or agency manager.  If the issue cannot be resolved, an inquiry may be made in writing to the Information Technology Manager for the Diocese of Des Moines.

If you believe that any of the information held by the Diocese is incomplete or inaccurate, you have the right to notify us and make any updates or corrections.  To do so, contact the Diocese of Des Moines, Development Office at 601 Grand Avenue, Des Moines, IA 50309 at (515) 237-5083.

From time to time, this statement may be reviewed to ensure that it remains relevant and appropriate.

**Internal Data Ownership Statement**

**Draft**

The Diocese of Des Moines is committed to maintaining the confidentiality and security of personally identifiable information that it collects, uses and discloses in furtherance of the mission of the Church.

To that end, the Diocese of Des Moines is the sole owner of information collected in the Raiser’s Edge software, unless it is a record that is not directly related to diocesan fundraising. Entities other than the Diocese of Des Moines (i.e., Catholic Charities, Catholic Tuition Organization, The Catholic Foundation of Southwest Iowa, Senior Housing Corporation, Iowa Catholic Radio, etc.) may not export, import, query, or delete information belonging solely to the Diocese without written consent.

ParishSoft/ConnectNow data is owned by the parish. Records not registered to a parish belong solely to the Diocese of Des Moines. The Diocese of Des Moines has permission to utilize this information for the purpose of furthering the mission of the church and in support of the Bishop of Des Moines. Entities other than the Diocese of Des Moines are required to have written permission from the Bishop to utilize such data.

As consent is provided, the Diocese of Des Moines recommends utilizing an expert in the area of Raiser’s Edge or ParishSoft in exporting the data and requires the approval of the final export by the Development Director or Information Technology Manager of the Diocese of Des Moines prior to utilizing said data.