



The Network of Camps and Retreat Centers
Affiliated with The Evangelical Lutheran Church in America

PRIVACY POLICY FOR LUTHERAN OUTDOOR MINISTRIES (LOM)

Approved 5.6.2021

The following statements govern the use of personally identifiable information (PII) provided to LOM.

Those from whom personally identifiable information (PII) is collected:

LOM collects, uses and shares PII for organizational purposes of administering services provided to our organization, individual, ministry partner, and business members. We collect PII from those who register for an LOM event or activity; we collect PII from those who make financial or in-kind contributions to LOM; we collect PII from those who provide volunteer or contracted services to LOM. LOM may also use images provided by each of the LOM member organizations for the purposes of education and promoting LOM and its member organizations.

PII that is collected:

- Name and nickname
- Postal address
- Phone numbers (cell and office)
- Email address
- The number of years of service at LOM member organizations
- Financial contributions – type, amount, date the donation was received

How LOM limits the use and sharing of PII

- Annual LOM Conference: The PII of all involved in the Conference - participants, leaders, and exhibitors is added to the LOM database of all those who get newsletters, email blasts, and similar communication from LOM. The roster of all those involved in the Conference is available to all involved in the Conference on the Conference App. This roster includes all the information in the above list except financial contribution information.
- All other LOM events: Rosters for all other events are administered in the same way as the roster for the Conference. These rosters include only the participants and leaders of the specific event.
- Financial contributors: Once each year, in the first LOM Newsletter of the calendar year, the names of all who made financial contributions to LOM during the prior calendar year are listed and arranged by giving group. Only the name and no other PII is listed.

- Primary contact persons: LOM maintains a list of the primary contact person for each of its member organizations. This list is most often used to communicate with our organization members about LOM matters of concern to LOM's organization members. For each of the LOM Ministry Partner Members and Business Members, LOM provides the opportunity once a year, to have access to the list of primary contact person for the purpose of sending either a postal mailing or email message of their choosing.

Individual Requests for limiting the use of PII

LOM will limit or exclude the use of the PII for any individual who requests, in writing or email message, that we do so.

Updating PII for accuracy

LOM will edit or delete to ensure such information is accurate. This will especially be the case when an individual requests that we do so.

Access to PII collected by LOM

LOM staff access to PII collected by LOM shall be limited to those with an operations-related requirement to use such information.

When an LOM staff member receives a request for the PII on file with LOM, the staff member will only share office phone, office email, and office postal address. Personal PII will only be shared when permission has been granted by the person whose PII is being requested.

Security related to PII

To protect PII from unauthorized access and use, LOM will use commercially reasonable administrative, technical and physical security measures. to include policies, training, and computer safeguards.

Minimal use of PII

LOM shall only use the PII necessary to accomplish its organizational purpose functions. LOM personnel shall use care and discretion in the use of PII at all times.

The limits of this policy

This Policy only applies to LOM's own website and LOM's operations. LOM is not responsible for the privacy policy and practices on other websites that may be linked to the LOM website.