

# Trinity Baptist Church

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## Press Release

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The Church Office  
For Immediate Release

### Church Office Privacy Statement

In accordance to state, local, and federal law, the church office has a strict policy on the sharing of information on individuals- both church members and non-members- that may be on file. Any information collected on persons from guest registration cards, membership profile forms, or by any other means is protected by the Church Office Privacy Policy.

No persons except for Sunday School and Bible Study leaders, ministry leaders, and department directors, or "leaders" may call the church office or otherwise obtain information on other persons that the church office has on record. The information given to leaders is limited to names, mailing addresses, phone numbers, e-mail addresses, and dates of birth. In addition, leaders are only given information on persons associated with the group in which they lead.

Leaders may not use the information of others from the church office for personal use, the marketing of a product or service, or allow any other person to view the information given to them by the church office.

Please contact the Church Office for additional information concerning this policy.

**End of Statement**

*A voice for God ... A heart for People*