

**The Table Privacy Policy**  
Last revised on August 10, 2010

The Table, an online venue through which the church can connect to live out its call as the body of Christ, is committed to protecting the privacy of our Web site users. This privacy policy (“Privacy Policy”) describes how we receive, use, and protect information with respect to the Web site, located at [TableProject.org](http://TableProject.org) (referred to in this Privacy Policy as “The Table”). This Privacy Policy addresses our privacy practices relating to general and registered use of this Web site by visitors located within the United States.

The Table may change this Privacy Policy at any time for any reason. We will not provide individual notice to you of changes to this Privacy Policy, but we will post changes on this Web site. We encourage you to review our Privacy Policy regularly.

If you have any questions or concerns, please contact us at [questions@tableproject.org](mailto:questions@tableproject.org).

**1. What information does The Table receive?**

**A. Information you provide to us:**

**Personal Information.** When you sign up for The Table, you may provide us with information including your name, email address, home address, gender, and birth date. You will also have the opportunity to provide additional information, such as your family members and friends, your interests, gifts and skills, and your favorite Bible verse. You may also upload a picture of yourself. In some cases we may ask for additional information for security reasons or to provide specific services to you. Once you register, you can visit your profile at any time to add or remove personal information about yourself.

**Content.** One of the primary reasons people use The Table is to share content with others. For example, you share content when you upload a profile photo, create a group, or send someone a QuickNote. Content may contain metadata, which is information about the content, such as the size of a document or image, the time and date the content was created, and the author of the content. If you do not want us to store metadata associated with content you share on The Table (such as photos), please remove the metadata before uploading the content.

**Friend Information.** If your Church Owner allows, we offer contact importer tools to help you upload your friends’ addresses so that you can invite your friends to join groups on The Table and invite your contacts who do not have accounts with us to join. If you give us your password to retrieve those contacts, we will not store your password after you have uploaded your contacts’ information.

**Church Information.** The user who registers a church will be the “Church Owner.” The Church Owner may designate additional Church Owners and may delegate administrative duties to church administrators (“Administrators”). When you register your church, you may provide us with information

including the church name, address, number of campuses, website, time zone, denomination, affiliation, estimated weekly attendance, campus addresses, and phone numbers. You will also have the opportunity to upload a logo and a welcome video and to change the colors of your Web site. Information provided about the church will be visible to all members of the church.

**B. Information we collect when you interact with The Table:**

**Access Device and Browser Information.** When you access The Table from a computer, mobile phone, or other device, we may collect information from that device about your browser type, location, and IP address, as well as the pages you visit.

**Cookie Information.** We use "cookies" (small pieces of data we store for an extended period of time on your computer, mobile phone, or other device) to make The Table easier to use, to show you advertisements, and to protect both you and us. For example, we use cookies to store your login ID (but not your password) and to confirm that you are logged into The Table. You can remove or block cookies using the settings in your browser, but blocking cookies may in some cases impact your ability to use The Table.

**Site Activity Information.** We may keep track of the actions you take on The Table, such as joining a group or using an application. In some cases you are also taking an action when you provide information or content to us. For example, if you create a group, in addition to storing the actual content you created or uploaded, we may log the fact you created it.

**C. Information we receive from third parties:**

**Applications on The Table.** We do not own or operate many of the applications that you use or the websites you interact with through The Table. When you authorize an application through The Table, we may receive information from them, including information about actions you take. In some cases, in order to personalize the process of connecting, we may receive a limited amount of information even before you authorize the application or website.

**Information from Other Websites.** We may institute programs with advertising partners and other websites in which they share information with us:

- We may ask advertisers to tell us how our users responded to the ads we showed them (and for comparison purposes, how other users who didn't see the ads acted on their site). This data sharing, commonly known as "conversion tracking," helps us measure our advertising effectiveness and improve the quality of the advertisements you see.

- We may receive information about whether or not you've seen or interacted with certain ads on other sites in order to measure the effectiveness of those ads.

If in any of these cases we receive data that we do not already have, we will "anonymize" it within 180 days, meaning we will stop associating the information with any particular user. If we institute these

programs, we will only use the information in the ways we explain in the “How We Use Your Information” section below.

**D. Information from Other Users.** We may collect information about you from other users of The Table, such as when a friend or family member indicates a relationship with you.

## **2. How is my information shared with other users and third parties?**

We do our best to ensure that others use information that you share on The Table in a manner consistent with your privacy settings, but we cannot guarantee that other users will follow our rules. Read this section to learn more about how you can protect yourself when you share information with third parties.

**Church Control.** Each Church Owner may determine whether the Church is “open,” meaning that anyone can join the church without approval, “approval-based,” meaning that church administrators or staff would need to approve all members, or “approval-based with a secret password,” meaning that individuals may enter a password at the login page to bypass the approval queue. The Church Owner may view the church directory and group directory. The Church Owner may determine default privacy settings and may decide whether members may form groups on an “open” or an “approval-based” basis. The Church Owner may also determine which users may view profiles of teen users. For example, a Church Owner may decide that all users ages 13-17 are “teen users,” and the Church Owner may then limit who may see teen users’ profiles.

If the Church Owner allows for approval of content, the Church Owner or Administrators may determine whether content within applications (but not within the QuickNotes function) will be visible on The Table or whether it will be deleted.

**Privacy Settings.** You can control who can see most of the information you share on The Table through the privacy settings you select. To change these settings go to your profile and click “edit profile” and then click “Privacy”. You should review the default privacy settings to make sure they reflect your preferences. Remember that certain categories of information such as your name, church, profile photo, list of friends and groups, and gender are considered publicly available and therefore do not have privacy settings.

- “Everyone”: Information set to “everyone” is publicly available information, may be accessed by only users of the church’s site, and may be imported and exported by us and others without privacy limitations. The default privacy setting for certain types of information you post on The Table is set to “everyone.” You can review and change the default settings in your privacy settings. If you delete “everyone” content that you posted on The Table, we will remove it from your profile.

- “Only Friends”: Information set to “only friends” will be visible only to people you have requested or confirmed as “friends” on The Table. Your Church Owner[s] and Administrators will also have access to this information.

- "Private": Information set to "private" will be visible only to you and the Church Owner.
- Searchable Information: Your interests and skills will be searchable by other users, even if you do not make them visible to everyone.

**Location Information.** When you share your address on The Table, an icon will appear on a map within one half mile of your address, even if you have elected to make your address unavailable to certain people under your privacy settings. When other users hold their cursor over your icon, your name and profile photo will appear. You may also elect to make other information about yourself available when other users hold their cursor over your icon. The map is visible to other users of your church's site. If you do not wish to have your location made visible to all members of your church, you may remove your icon from the map by adjusting your privacy settings.

**Group Information.** Group content is only visible to members of the group. Neither Church Owners nor Administrators can view or change the content of a group unless they are members of the group. If a new member joins a group, the entire group will be notified. The Group Owner may determine whether the group is "open," meaning that any users of the church's site may join, "private," meaning that group members must be approved or invited, or "hidden," meaning that members may join only by invitation.

**Applications.** As noted above, we do not own or operate many of the applications or websites used on The Table. When you visit these applications and websites, you are making your information available to someone other than us. To help those applications and sites operate, they receive publicly available information automatically when you visit them, and additional information when you formally authorize or connect your account with them. You may block specific applications from accessing your information by deleting the application. Simply click the 'x' on the top right side of the application.

You should always review the policies of third party applications and websites to make sure you are comfortable with the ways in which they use information you share with them. We do not guarantee that they will follow our rules. If you find an application or website that violates our rules, you should report the violation to us at [questions@tableproject.org](mailto:questions@tableproject.org), and we will take action as necessary.

**Exporting Information.** You (and other users you make your information available to) may use tools like RSS feeds, mobile phone address books, or copy and paste functions, to capture and export information from The Table, including your information and information about you. We cannot control how this information is used outside of The Table.

**Publishing Information.** If you use an external source to publish information to The Table (such as a mobile application or a Connect site), you should check the privacy setting for that post, as it is set by that external source.

**Links.** When you click on links on The Table you may leave our site. We are not responsible for the privacy practices of other sites, and we encourage you to read their privacy statements.

### **3. How does The Table use my information?**

Below are some of the ways we use the information we collect to try to provide a safe, efficient, and customized experience.

**To Manage the Service.** We use the information we collect to provide our services and features to you, to measure and improve those services and features, and to provide you with customer support. We also use a variety of technological systems to detect and address anomalous activity and screen content to prevent abuse such as spam. These efforts may on occasion result in a temporary or permanent suspension or termination of some functions for some users.

**To Contact You.** We may contact you with service-related announcements and updates from The Table from time to time.

**To Serve Personalized Advertising to You.** We don't share your information with advertisers without your consent. We may allow advertisers to choose the characteristics of users who will see their advertisements, and we may use any of the non-personally identifiable attributes we have collected (including information you may have decided not to show to other users, such as your birth year or other sensitive personal information or preferences) to select the appropriate audience for those advertisements. For example, if you indicate that you are interested in youth group leadership, we may use that information to show you ads for youth leadership materials, but we do not tell the company that sells the materials who you are. Even though we do not share your information with advertisers without your consent, when you click on a link and leave our Site, there is a possibility that the advertiser may place a cookie in your browser and note that it meets the criteria they selected.

### **4. When will The Table share my information with others?**

Our mission is to help you connect and share information with others, including friends and users of your church's site, while providing you with privacy settings that you can use to restrict other users from accessing your information. We share your information with third parties when we believe it is permitted by you, reasonably necessary to offer our services, or when we are legally required to do so. For example:

**When You Invite a Friend to Join.** When you ask us to invite a friend to join The Table or a Group, we will send your friend a message using your name. We may also send up to two reminders to them in your name.

**To Help Your Friends Find You.** By default, we make certain information you have posted to your profile available in search results on The Table to help your friends find you. However, you can control who has access to certain information through your privacy settings. We may also partner with email and

instant messaging providers to help their users identify which of their contacts are users of The Table, so that we can promote The Table to those users.

**To Help Improve or Promote our Service.** Sometimes we share aggregated information with third parties to help improve or promote our service. We only share this information in such a way that no individual user can be identified or linked to any specific action or information.

**To Provide You with Services.** We may provide information to service providers that help us bring you the services we offer. We implement reasonable contractual and technical protections to limit their use of that information to helping us provide the service.

**To Advertise our Services.** We may ask advertisers outside of The Table to display ads promoting our services. We may ask them to deliver those ads based on the presence of a cookie or metadata, but we will not share any other information with the advertiser.

**To Respond to Legal Requests and Prevent Harm.** We may disclose information pursuant to subpoenas, court orders, or other requests (including criminal and civil matters) if we have a good faith belief that the response is required by law. This may include respecting requests from jurisdictions outside of the United States where we have a good faith belief that the response is required by law under the local laws in that jurisdiction, apply to users from that jurisdiction, and are consistent with generally accepted international standards. We may also share information when we have a good faith belief it is necessary to prevent fraud or other illegal activity, to prevent imminent bodily harm, or to protect ourselves and you from people violating our Terms of Use. [[Link to Terms of Use](#)] This may include sharing information with other companies, lawyers, courts or other government entities.

**Transfer in the Event of Sale or Change of Control.** If our organization's ownership changes, we may transfer your information to the new owner so that the service can continue to operate. In such a case, your information would remain subject to the promises made in this Privacy Policy.

## **5. How can I view, change, or remove information?**

**Viewing and Editing Your Profile.** You may change or delete your profile information at any time by [*insert instructions*]. Information will be updated immediately. While you cannot delete your date of birth, you can use the setting on the info tab of your profile information page to hide certain information from other users.

**Deactivating or Deleting Your Account.** If you want to stop using your account you may deactivate it. When you deactivate an account, no user will be able to see it, but it will not be deleted. We save your profile information (friends, photos, interests, etc.) in case you later decide to reactivate your account. Many users deactivate their accounts for temporary reasons and in doing so are asking us to maintain their information until they return to The Table. You will still have the ability to reactivate your account and restore your profile in its entirety. Even after you remove information from your profile or deactivate

your account, copies of that information may remain viewable elsewhere to the extent it has been shared with others, it was otherwise distributed pursuant to your privacy settings, or it was copied or stored by other users. Additionally, we may retain certain information to prevent identity theft and other misconduct even if deletion has been requested. Certain types of communications that you send to other users cannot be removed, such as QuickNotes or information shared on a Group page.

**Backup Copies.** Removed and deleted information may persist in backup copies, but other users will not be able to view the removed or deleted information.

## **6. How does The Table protect my information?**

**Keeping Your Information Secure.** We keep your account information on a secured server behind a firewall. When you enter sensitive information (such as credit card numbers and passwords), we encrypt that information using secure socket layer technology (SSL). We also use automated and social measures to enhance security, such as analyzing account behavior for fraudulent or otherwise anomalous behavior. We may limit use of site features in response to possible signs of abuse, remove inappropriate content or links to illegal content, or suspend or disable accounts for violations of our Terms of Use. [[Link to Terms of Use](#)]

**Risks Inherent in Sharing Information.** Although we allow you to set privacy options that limit access to your information, please be aware that no security measures are perfect or impenetrable. We cannot control the actions of other users with whom you share your information. We cannot guarantee that only authorized persons will view your information. We cannot ensure that information you share on The Table will not become publicly available. We are not responsible for third party circumvention of any privacy settings or security measures on The Table. You can reduce these risks by using common sense security practices such as choosing a strong password, using different passwords for different services, and using up-to-date antivirus software.

**Report Violations.** You should report any security violations to us at [questions@tableproject.org](mailto:questions@tableproject.org).

## **7. Other Terms**

**Complete Agreement.** Please read our Terms of Use. [[Link to Terms of Use](#)] Except as written in any other disclaimers, policies, or notices on this Site, this Privacy Policy and the Terms of Use are the complete agreement between you and The Table Project with respect to your use of this Site.

**Scope.** This Privacy Policy covers our platform. It does not, however, apply to entities that we do not own or control, such as applications and websites. By using or accessing The Table, you agree to our privacy practices outlined in this Privacy Policy.

**Children under age 13.** If you are under age 13, please do not attempt to register on The Table or provide any personal information about yourself to us. If we discover that a child under age 13 has

provided us with personal information, we will use reasonable efforts to delete this information as quickly as possible. We reserve the right to delete the profile and terminate the account of any person we believe is under age 13 or of any person who permits a child under age 13 to publish information or post content under that person's access. If you believe that we might have any information from a child under age 13, please contact us at [questions@tableproject.org](mailto:questions@tableproject.org). We strongly recommend that minors 13 years of age or older ask their parents for permission before sending any information about themselves to anyone over the Internet. We encourage parents to teach their children about safe internet use practices.

**Consent to Collection and Processing in the United States.** By using The Table, you consent to having your personal data transferred to and processed in the United States.

**Defined Terms.** "Us," "we," "our," and " The Table " mean the same as they do in the Terms of Use. "Information" and "content" are used more generally and interchangeably here than in the Terms of Use unless otherwise limited by the context. [[Link to \*Terms of Use\*](#)]