

Your Privacy in Realm®

By default, the viewing of your personal and contact information is limited to members of groups you are in, group leaders, and staff members. If you choose to, however, you can make your information visible to all registered users of your church's website.

Privacy Setting Details

Privacy can be complicated, especially when you have so many different settings and types of users. Here are some facts about Realm privacy that can help.

Privacy Settings

Everyone

If selected, everyone with a login to your site can see this information. This option is not available to children under 18 or anyone without a birthdate in their profile.

My Groups + Group Leaders + Staff

If selected, only members of the same groups, group leaders, staff with the permission **View Details for Individuals**, and administrators can see this information. This option is not available for individuals without a birthdate in their profile.

Group Leaders + Staff

If selected, only group leaders, staff with the permission **View Details for Individuals**, and administrators can see this information. This option is not available for individuals without a birthdate in their profile.

Only Staff

If selected, only staff with the permission **View Details for Individuals** and administrators can see this information.

Privacy and the Online Directory

What is the Online Directory?

Being in the online directory just means that your privacy settings are such that other Realm users at your church can see your profile listed when they click **Directory** in the main menu. Think of it like being in the printed directory booklet that we just published.

What's visible there?

If someone is in the online directory:

- His or her name and photo are always visible to other congregants.
- For other contact and personal information, congregants will only be able to see whatever the profile owner chooses to divulge by means of his or her profile privacy choices. In other words, if someone is in the online directory but sets his or her personal or contact information privacy to "Staff Only", other congregants will not be able to view it.
- Other congregants will be able to see what public groups this person is in. Groups are either public, hidden, or staff only. Staff with permissions and group leaders can determine these settings.

Privacy and the Online Directory (Cont.)

Who is/is not in the online directory?

Most congregants with a profile (record) in Realm can be added to the online directory. The following, however, cannot:

- People with a login (because they are automatically added to the directory)
- Anyone with the family position of "Child" who does not have a birthday listed in Realm (their privacy settings cannot be opened even by their parents)
- Businesses
- Inactive profiles
- Profiles of those who have been marked "deceased".

Changing Privacy

Who can change a congregant's privacy or add them to the online directory?

- Administrators
- Staff with the **Edit Individuals** permission in Realm
- Family members with a "primary" family position--head, spouse, or whatever term your church uses in Realm--can change privacy settings for other members of their family; those with the family position of "child" cannot change their own privacy; those with the family position of "other" can.
- Individuals with logins (accounts) can change their own privacy settings (this does not apply to those with a family position of "child").

Notifications

For the most part, whenever a person's privacy is changed, Realm automatically sends them an email about the update. This happens regardless of who made the change: the profile owner, a family member, or staff. In the case where a child's privacy is updated, the email is sent to the primary members (typically parents) in the child's family.


Emails are sent whether the privacy change is made from an individual profile or, in mass, using custom queries.

If, however, the person does not have a login AND has not been opted in to the directory, no email will be sent. This is to minimize questions to church staff from individuals not active in Realm who may be confused by the purpose of the email.

How to Set You and Your Family's Privacy Preferences

You can choose who sees your personal and contact information on your church's website.

Log into your profile.

1. Click your name in the upper-right corner, and select **My Profile**.
2. On the **Info** tab, next to **Edit Profile**, click the privacy icon .
3. Select a family member (if more than one).
4. Click one of the buttons above the line to apply that setting to all information in the profile, or click **Custom Privacy** and select a setting for each field.
5. Click **Save**.

