



EPISCOPAL CHURCH IN CONNECTICUT

PARTICIPATING IN GOD'S MISSION

ADMINISTRATIVE POLICIES FOR THE ECCT DATABASE

APPROVED MAY 10, 2017

- I. Authorized Users
- II. Data Access by Recognized Leaders
- III. Process to Request Otherwise Restricted Information
- IV. Form

I. AUTHORIZED USERS

AUTHORIZED USERS

Direct access to the ECCT database is limited to "Authorized Users" of the product, Raiser's Edge, by Blackbaud, on the network located at The Commons and/or through authorized, connected devices of those Authorized Users. (For example, a bishop using a tablet to access data about a parish during a visitation.) Use includes access to raw data as well as aggregate. Authorized Users include bishops, canons, administrators, and other ECCT staff members at The Commons, as well as Region Missionaries. Type of access will vary; all will include read-only.

DATA STANDARDS

Data entry standards will be identified and publicized by a team including the Canon for Mission Finance & Operations, Operations Manager, and Database Administrator.

DATABASE ADMINISTRATOR

A database administrator will oversee database operations including maintaining data standards, importing survey data including updates, fulfilling Authorized User and other authorized requests, and other tasks as identified.

DATABASE ENTRY ADMINISTRATORS

ECCT staff whose work position includes collecting and maintaining data on clergy, Ministry Networks, Regions, and other related categories will collect and maintain that information directly in the ECCT database, applying Data Standards. Authorized Users with read-only access will submit their requests for data changes to the Database Administrator. These will then be made as soon as

possible; timing may vary depending on the Database Administrator's current work load.

If an Authorized User with read-only access has a change related to data their office is responsible for collecting and maintaining and also has an administrator they supervise, they may ask the administrator to make the data change and work out the timing together.

II. DATA ACCESS BY RECOGNIZED LEADERS

RECOGNIZED LEADERS

Recognized leaders are those parish, worshiping community, and other ministry leaders (region, ministry network, committee, commission, task force, etc.) who are named and listed in the database. They may be lay or ordained, employee, volunteer, or contract. Recognized leaders must be identified in a previously submitted, and still current, survey, or if not in a parish or worshiping community, otherwise listed in the ECCT database, whose own contact info is available to other RLs.

OTHERWISE RESTRICTED DATA AVAILABLE TO RECOGNIZED LEADERS

- A. Recognized Leaders may request certain non-public information as digital files through an official process that will require approval from a bishop or canon
- B. These must be for valid ministry purposes, which could include:
 - Invitations to events and/or trainings
 - Requests for information
 - Explorations of collaboration

C. Information that may be available could include (see Appendix for more details and examples)

- Parish email addresses
- Parish mailing addresses (to create labels)
- Names and email contact information for ministry leaders, as identified in the parish survey. (Parishes are encouraged to obtain generic email addresses.)
- Lists of parishes (with parish email address) with specific ministries or affiliations or groups

D. Filters:

- Data requests can be limited to a specific Region.
- Data requests cannot be limited to a certain distance from a fixed location (such as, "within 25 miles of my parish") or to a list of specific churches
- Data requests will not be fulfilled for information easily obtainable by calling a neighboring church.

E. Digital files are not provided on:

- Home addresses of elected leaders
- Parish loan information
- Hours and employment type for staff and volunteers
- Clergy, except when listed as contacts for ministries, in the parish survey
- Property assets in time of disaster
- Facilities capacity for hosting meetings
- Parochial Report data

III. PROCESS TO REQUEST OTHERWISE RESTRICTED INFORMATION

Use of form: Requests by current Recognized Leaders may be made directly to the Database Administrator for action, or, submitted by an Authorized User, using a common form (online or print version). See form, below.

Review: All requests will be reviewed and approved by a bishop or canon. If possible, this will be one familiar with the Recognized Leader and/or the

parish or worshipping community. That bishop or canon will approve or deny the request, or approve a modified request, indicating the decision on the form.

Approved requests: These will be returned to the Database Administrator to be completed within 10 business days.

Denied requests: If the request is denied, the canon or bishop making that decision is responsible for communicating the decision to the person making the request.

Modified requests: If the request can be approved if modified, the bishop or canon making that decision may forward the request as modified, noting the modification on the form, and communicating the decision to the person making the request or, may return the form to the person making the initial request for a modified request and new form.

Request fulfillment: Information will only be sent to the person making the request, at the email address provided on the form. The following is to be included with every fulfilled request:

NOTICE: *This information is provided to you, a Recognized Leader in the Episcopal Church in Connecticut, solely for the ministry purpose identified and approved in your request. Our prayer is that this information will support your collaboration and participation in God's mission. Please treat this data responsibly. As a Recognized Leader you know that your data is available to other Recognized Leaders, thus a measure of mutual trust and mutual respect is essential to the success of this process. Do not otherwise share or forward this data unless specified in the approved request. Do not add email addresses to your subscriber lists for newsletters or other digital communication unless specified in the approved request. Contact the Operations Manager, Matt Handi, mhandi@episcopalct.org, with questions and concerns.*

IV. FORM:

Note: The form will include the following information. In the "Official Use Only" section of the form, a bishop or canon needs to sign or initial approval and write any modifications, and the Database Administrator completes the Date Received and Date Completed sections. See form on next page.

Proposed form:

Date: _____

Person making request:

Name (first and last, titles optional)

Email address (must be the same as fulfillment email address)

Phone number (for questions)

Parish affiliation (parish or worshiping community) if applicable

Ministry affiliation (if not parish or worshiping community)

Recognized Leader position (as indicated in parish survey)

Request:

Ministry reason for request:

FOR OFFICIAL USE ONLY

Date Received: _____

Approval: _____

Modifications: _____

Date Completed: _____