Information we may collect about you if you are a user of the church's admin facing database…	What we use this information for
Introduction	We maintain a list of all authorised active and archived users of our admin-facing church database. Each authorised user will create their own secure password that is used with their designated username to access the database securely.
Username	We will assign you a unique username, which may identify you by name. Your username is used to identify your activity in the database system to other users.
Password	You will create your own secure password. We are not able to view your password, although you/we can request a password reset.
Name	Your name is used by Administrator users to identify you with your username. Your user profile may also be linked to your contact record within the church member Address Book.
User email address	The church will provide you with your own email address to be used for church purposes. This will also be the user email address to which you'll receive password reset emails when requested.
User type and permissions	You will be assigned permission appropriate to your role and responsibility. This may mean that you do not have access to all areas of the system, and that your permissions may be different to those of other users.
IP address and device	We will record the IP address and device that you use to log in to the church's database. We use this information to identify unrecognised devices that may indicate that your user account has been compromised.
Details of changes you make within the system	Your user activity within the system is logged and may be periodically reviewed. This will include all content you add, remove or change in the system. The system records the date, time, your user name, and the details of the change you have made. Change logs cannot be edited or deleted and are maintained indefinitely.
Details of communications you send from within the system	We maintain a sent communications history for all outbound communications sent by you as a user to individuals or groups ofpeopl e through the church database. Send communication logs cannot be edited or deleted and are maintained indefinitely.