

Trinity Episcopal Church **PARISH DIRECTORY** **POLICY FOR USE**



1200 Main Street, P.O. Box 484
Fishkill, NY 12524
Phone: (845) 896-9884
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www.trinityfishkill.org
info@trinityfishkill.org

NOTE: This directory is provided solely for the use and convenience of the Trinity Episcopal Church community. It is not to be circulated externally or used for commercial purposes (i.e. mailing lists, solicitation lists, or building a client base). Any corrections should be directed to the Parish Office or emailed to info@trinityfishkill.org

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Policy for Use of the Parish Directory by Individuals

Every year, each parish household will receive an updated family directory containing the name, address, telephone number, and email address of all parishioners. Safeguarding this information is a shared responsibility of the members of Trinity Episcopal Church. The following statement will appear on the cover page of the directory:

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NOTE: This directory may have information that marked as **{unlisted}**. The information was not released for publication to the public by the individual. If the information is unlisted, please respect the individual's privacy and DO NOT RELEASE the information to a public place, electronic site or social media site.

Use of the directory for any general mailing by post or email or to prepare a document for general distribution by hand is done only with permission of the Rector and Vestry. A copy of the proposed document must be submitted to info@trinityfishkill.org in order to receive permission. If permission is granted, the return address on the envelope must be that of Trinity Church. Neither the name nor sponsorship of Trinity Episcopal Church may be used in conjunction with non-parish commercial solicitation.

General emails to all parishioners whose email addresses are on file are treated in the same manner as letters sent by post. Therefore, they must also be reviewed by the Rector and vestry prior to sending. General emails may be sent only by the Rector or his/her designee who will use the "blind copy" feature or otherwise restrict the addresses visible to the recipient to his/her own and that of the sender.