

On Thursday, Sept. 28th, 2006, the Board of Directors of YouthWorks!, Inc. met to review and discuss the newly drafted YouthWorks Privacy Policy. It was revised, unanimously approved and is listed below for you to review. If you have any questions concerning this policy, please call or e-mail John Potts, the Chief Operating Officer of YouthWorks at 612.729.5444 x302 or [johnp@youthworks.com](mailto:johnp@youthworks.com).

## The Privacy Policy of YouthWorks!, Inc.

### I. Introduction

The purpose of YouthWorks is to provide life-changing, Christ-centered mission opportunities for youth, ages 12-19. In pursuing this, our purpose, we recognize that there is also inherent value in supporting other youth minded, ministry focused, and non-profit organizations.

YouthWorks is able to provide support to like-minded organizations in the sharing of information between YouthWorks and YouthWorks partners. In doing so, resources and ministry opportunities may be made available to our participant churches and ministries via special solicitations and marketing opportunities of partner organizations. To facilitate this process, the YouthWorks database will, on occasion, be made available to YouthWorks partners. In doing so, YouthWorks partners will have an opportunity to connect with YouthWorks churches and ministries.

At the same time, we hold significant concerns about the possibility of the YouthWorks database being abused. It is of utmost importance that the individual privacy of our participant churches and ministries is respected at all times. Because of the concern we have of potential database abuse, the following privacy policy has been adopted and approved by the YouthWorks Board of Directors.

### II. Access to the YouthWorks Database

YouthWorks database access is limited to organizations considered to be partner organizations. No other organizations are authorized to make use of the YouthWorks database, at any time. If an organization that is not officially considered a partner organization requests the use of our database, they must obtain partner organization status prior to the approval of their request.

#### A. Definition of Partner Organization

1. A partner organization must meet the following criteria:
  - a. It must be a non-profit, Christian ministry organization.
  - b. It must make available either resources or opportunities that could be of use to YouthWorks churches and ministries in their work with youth.
  - c. It must be in a relationship with YouthWorks that is based on mutual respect and support for the goals of each ministry organization.
  - d. All partners' criteria will be reviewed on an annual basis.

B. Organizations can request partner status by sending a letter explaining how they fit the criteria of partner organization to the Chief Operating Officer of YouthWorks. The YouthWorks Board of Directors will make a final decision on a ministry's partnership status at a regularly scheduled board meeting.

2. Partner Organizations – at the present time, YouthWorks is in a ministry “partner” relationship with the following organizations:
  - a. YouthWorks Foundation
  - b. GreaterWorks Missions
  - c. Urban Homeworks
  - d. Youth Enterprise Foundation
  - e. Minergy
  - f. Sports Life Camp
  - g. Real Resources
  - h. FamilyMissionWorks
  - i. Enterprising Ministry Institute

### III. Partner Organization Access to the YouthWorks Database

YouthWorks partner organizations are authorized to access the YouthWorks database, provided they abide by the following requirements of use:

- A. Partner organizations can request an electronic copy of the YouthWorks database to the Marketing Director or Chief Operating Officer.
- B. This information is *never* to be entered into a partner organization's permanent database.
- C. YouthWorks asks that partner organizations respect the trust we place in them. We ask that our partners recognize that the database we provide is for one time use only. Partner organizations will not make the YouthWorks database available, either by loan, rental or sale, to any other persons or organizations. YouthWorks must inspect and approve the matter that is being mailed before the data is released to them.
- D. The goal of the YouthWorks privacy policy is to make church and ministry contacts available to YouthWorks partner organizations, while at the same time protecting the rights of our participant churches and ministries in regards to the sharing of their personal information. Therefore, we ask YouthWorks partners to limit the use of the database to materials and opportunities that are mission related in nature, having to do with youth ministry, or supportive of Christian ministry as it pertains to our churches. Partner organization solicitations cannot consist of donation solicitations or the selling of products outside the field of youth ministry or mission work.
- E. An official request for a database copy must be given to YouthWorks along with four copies of the partner organization's proposed solicitations. The requests will be kept on file in the YouthWorks office.

### IV. Option to Elect Out of Solicitations

- A. Option to Elect Out of Solicitations – every church and ministry contact in the YouthWorks database has the right to request that the name of their organization and contact information be withheld from the data lists that YouthWorks will provide to partner organizations on a request basis.

### V. Removal from the YouthWorks Database

- A. Removal from the YouthWorks Database – every church and ministry contact in the YouthWorks database also has the right to be removed from it permanently. If this request is made, YouthWorks will remove the name and contact information for the church or ministry organization immediately. A specific option to elect off the YouthWorks database will be given on an annual basis. Churches and ministry organizations may make this request on their own at any time.

### VI. Removal from the YouthWorks Partner Status

- A. YouthWorks reserves the right to terminate the partner status at any time, for any cause. The Chief Operating Officer can temporarily terminate the partner status at any time and the Board of Directors will make a final decision on a ministry's partnership status at a regularly scheduled board meeting.

### VII. Questions Regarding the YouthWorks Privacy Policy

If there are questions regarding the YouthWorks privacy policy, these should be directed to the Chief Operating Officer of YouthWorks. YouthWorks' current list of Management Staff members and Board of Directors is listed on the YouthWorks website at [www.youthworks.com](http://www.youthworks.com).