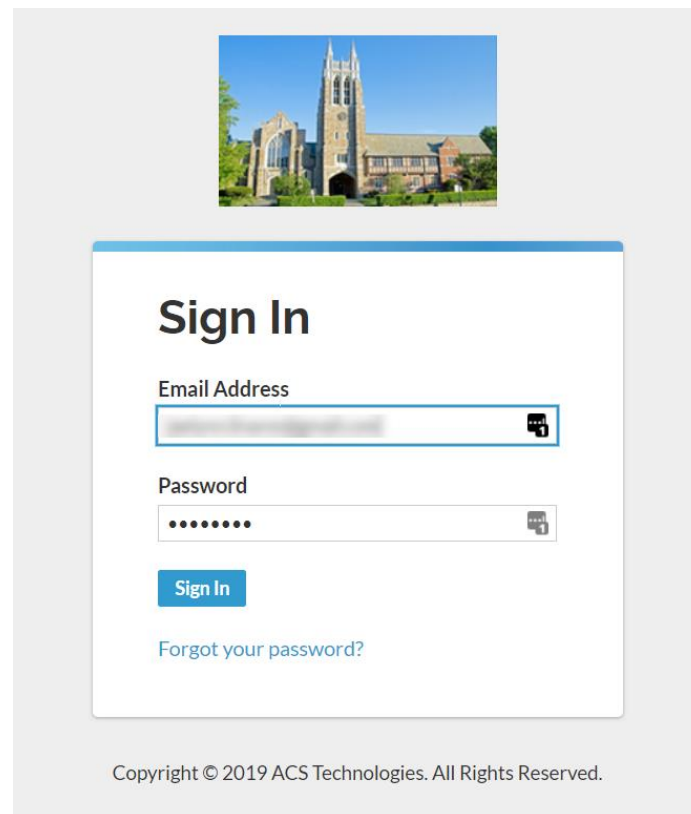


# Set Your Privacy Preferences

- [Privacy Preferences](#)
- [Privacy Level Definitions](#)
- [Custom Privacy](#)
- [Notes on Privacy](#)
- [Privacy Video](#)


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

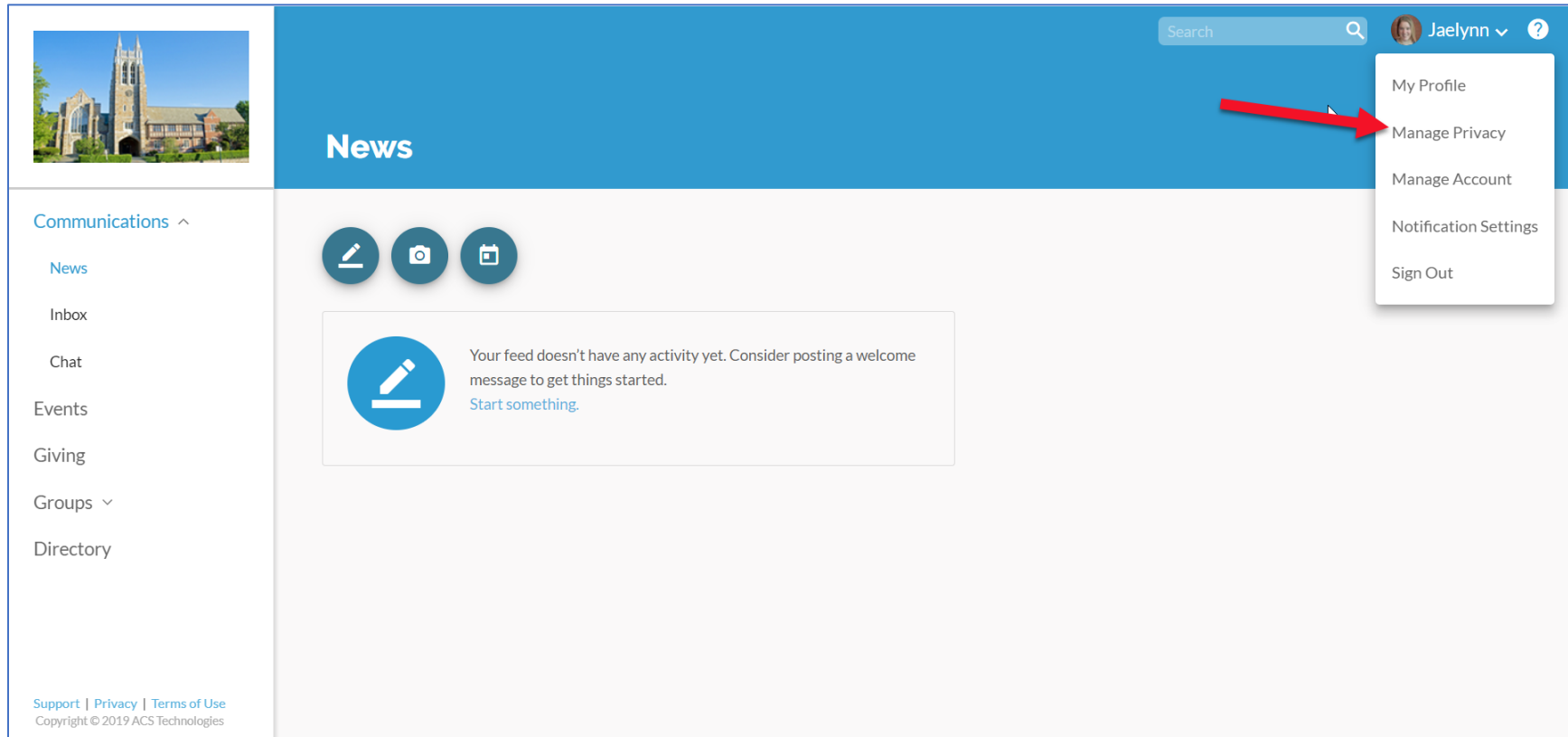
1. Log into the site. <https://onrealm.org>



The screenshot shows a web page with a church building image at the top. Below the image is a white sign-in form with a blue border. The form has the title "Sign In" in bold black text. It contains two input fields: "Email Address" and "Password". The "Email Address" field has a blue border and a small icon on the right. The "Password" field has a white border and a small icon on the right. Below the fields is a blue "Sign In" button. At the bottom of the form is a link that says "Forgot your password?". Below the form is a copyright notice: "Copyright © 2019 ACS Technologies. All Rights Reserved."

## 2. Click your name in the upper-right corner and select **Manage Privacy**

- You can also access the manage privacy screen but clicking the  button on your profile page.



The screenshot displays a user profile page with a blue header. On the left, there is a profile picture of a building and a sidebar menu under 'Communications' with options: News, Inbox, Chat, Events, Giving, Groups, and Directory. The main content area is titled 'News' and contains three circular icons (pencil, camera, calendar) and a message box with a pencil icon stating: 'Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. Start something.' In the top right corner, a search bar is visible next to the user's name 'Jaelynn' and a dropdown menu. The dropdown menu is open, showing options: My Profile, Manage Privacy (highlighted with a red arrow), Manage Account, Notification Settings, and Sign Out. At the bottom left, there is a footer with links for Support, Privacy, and Terms of Use, and a copyright notice for ACS Technologies.


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. Privacy level definitions are on the next page.
5. Click **Save**.

All Search... Jaelynn ?

Jaelynn Linares' Info >

## Manage Account Privacy

Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.



Jaelynn

If you have family members in Realm, and your family position is Adult, you will see the option to manage family member accounts here.

**your contact and personal information can be seen by:**

- Everyone
- My Groups + Group Leaders + Staff
- Group Leaders + Staff
- Only Staff
- Custom Privacy  
Choose different privacy levels for specific contact fields and personal information.

**Save** or Cancel

## Privacy Level Options

### **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 birth date 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 birth date 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 birth date in their profile.

### **Only Staff**

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

# Custom Privacy Settings

You can also set up your privacy preference by field by clicking on the custom privacy option on the Manage Privacy Page. This gives you a drop-down option for each part of your contact information and whether to share your personal information.

Jaelynn Linares' Info >

## Manage Account Privacy

Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.

**your contact and personal information can be seen by:**

- Everyone
- My Groups + Group Leaders + Staff
- Group Leaders + Staff
- Only Staff
- Custom Privacy**  
Choose different privacy levels for specific contact fields and personal information.

Home Address  
**24 Falkland St Brighton, MA 02135-1841**  
Groups + Group Leaders + Staff

Home Phone  
**(978) 979-8284**  
Groups + Group Leaders + Staff

Primary Email Address  
**jaelynn.linares@gmail.com**  
Groups + Group Leaders + Staff

Alternate Email Address  
**jaelynn@fusn.org**  
Groups + Group Leaders + Staff

Personal Information  
Groups + Group Leaders + Staff

**Save** or **Cancel**

## Notes About Privacy

### **Your information is your information.**

1. You have complete control over who can see you contact and personal information.
2. Contact information is never public or searchable on the Internet. Any information you elect to make visible to your church family is always protected behind a login.
3. Authorized staff will always have access to your profile information.
4. You and certain authorized staff may update your profile information. In some cases, your group leader may update your contact information if you have made it visible to group leaders.
5. For safety reasons, sharing contact and personal information for children under 18 is limited. Parents determine whether to display their child's name in the church directory.
6. Children under 13 may not participate and will not be able to sign in.

### **Privacy Settings**

*\*\*While you can hide most of your information from most of your church, you should know that, regardless of your settings, contact data will still be visible to certain members of our church staff.*

*\*\*\*The Directory page shows all individuals who have a login, along with individuals without a login who have been opted--into the directory. Currently, individuals with a login cannot opt out of being listed in the directory.*

### **Family Privacy**

A family member with a primary position of Adult can change privacy settings for other members of the family and opt family members into the church directory.

Birthdays are required for children (to prohibit access), but it's up to you if you want to share the birth date with your church family.