Set Your Privacy Preferences

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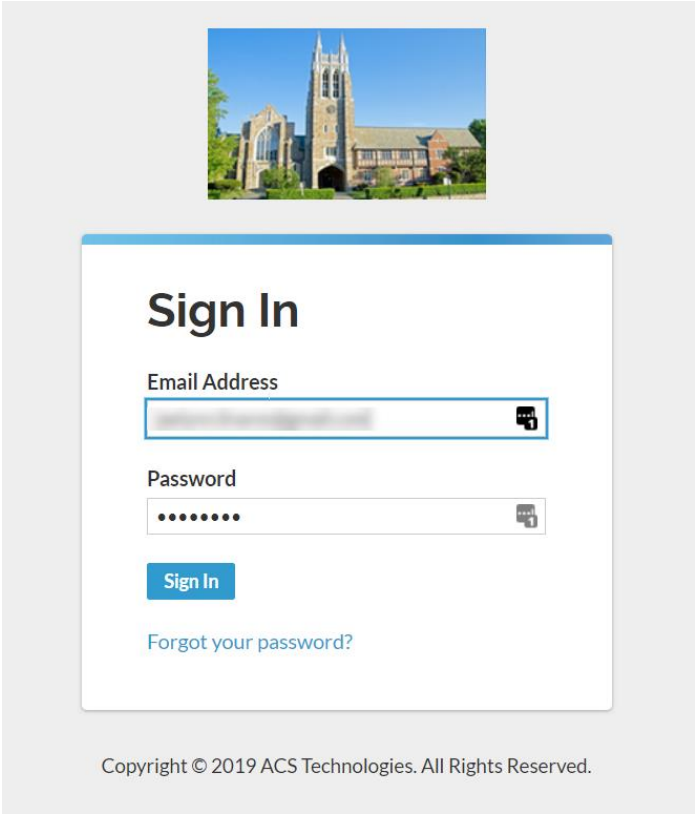
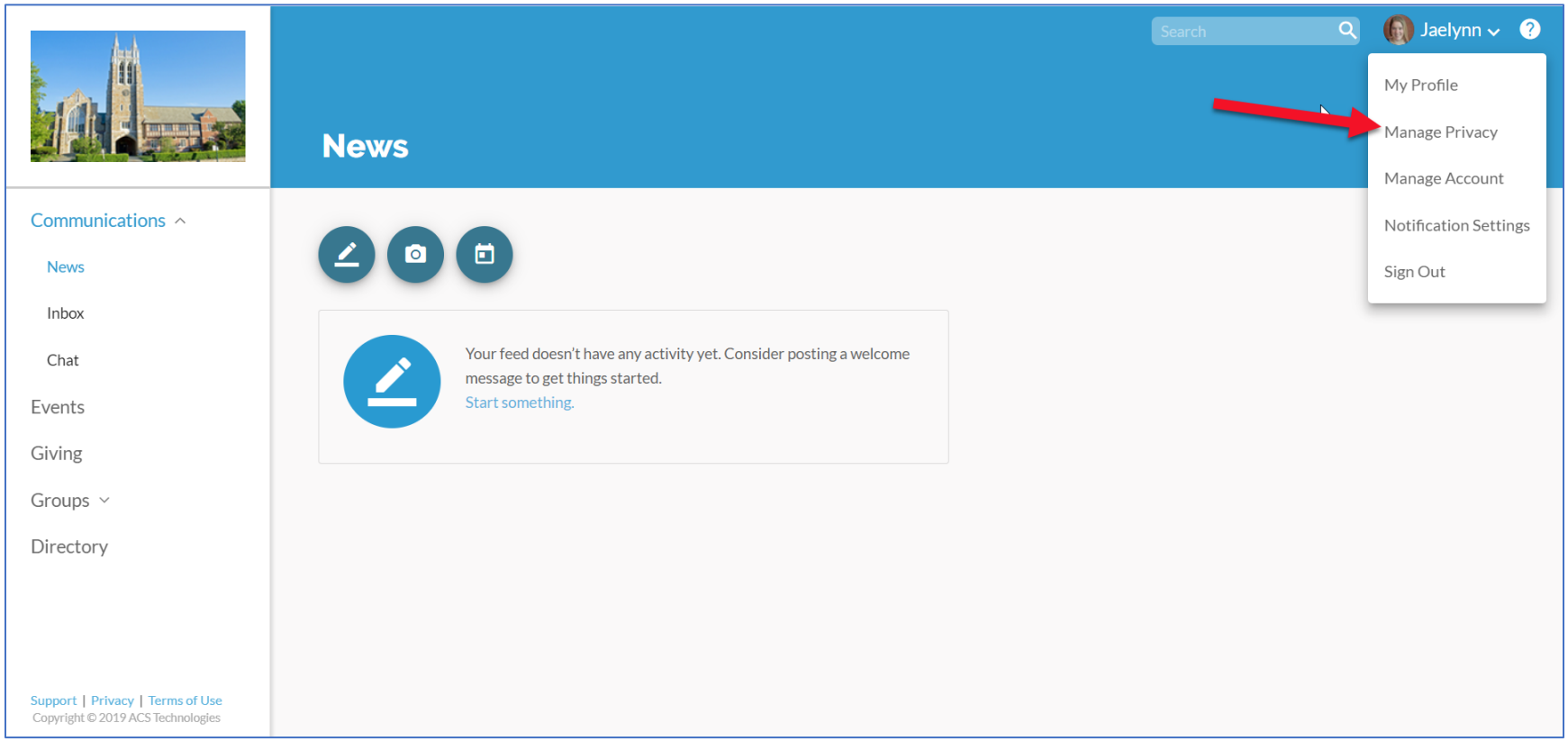
By default, the viewing of your personal and contact information is limited to members of groups you are in, group leaders, and staff members. If you choose to, however, you can make your information visible to all registered users of your church's website. You can choose who sees your personal and contact information on your church's website.

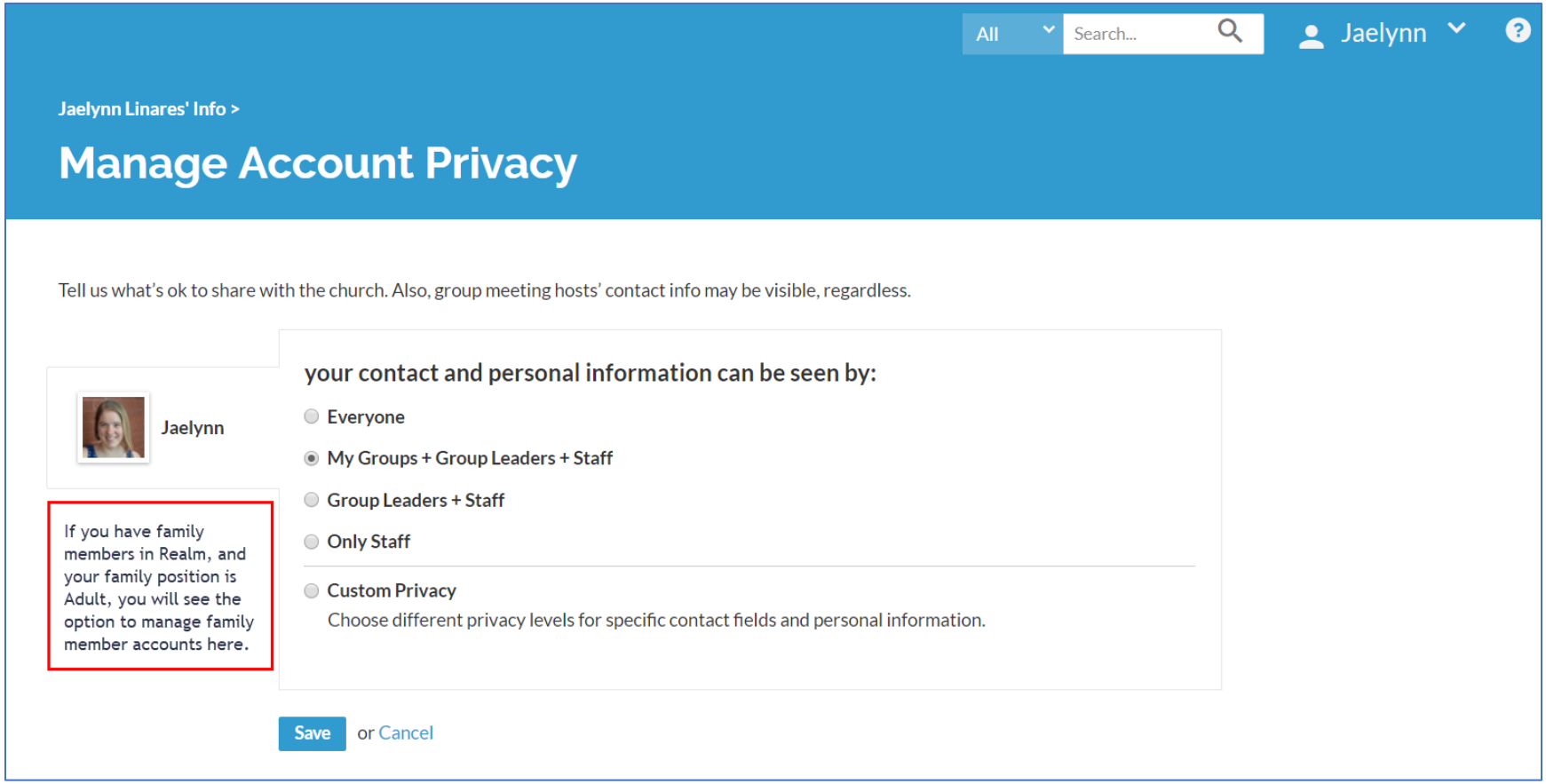
1. Log into the site. https://onrealm.org



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.



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**.



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

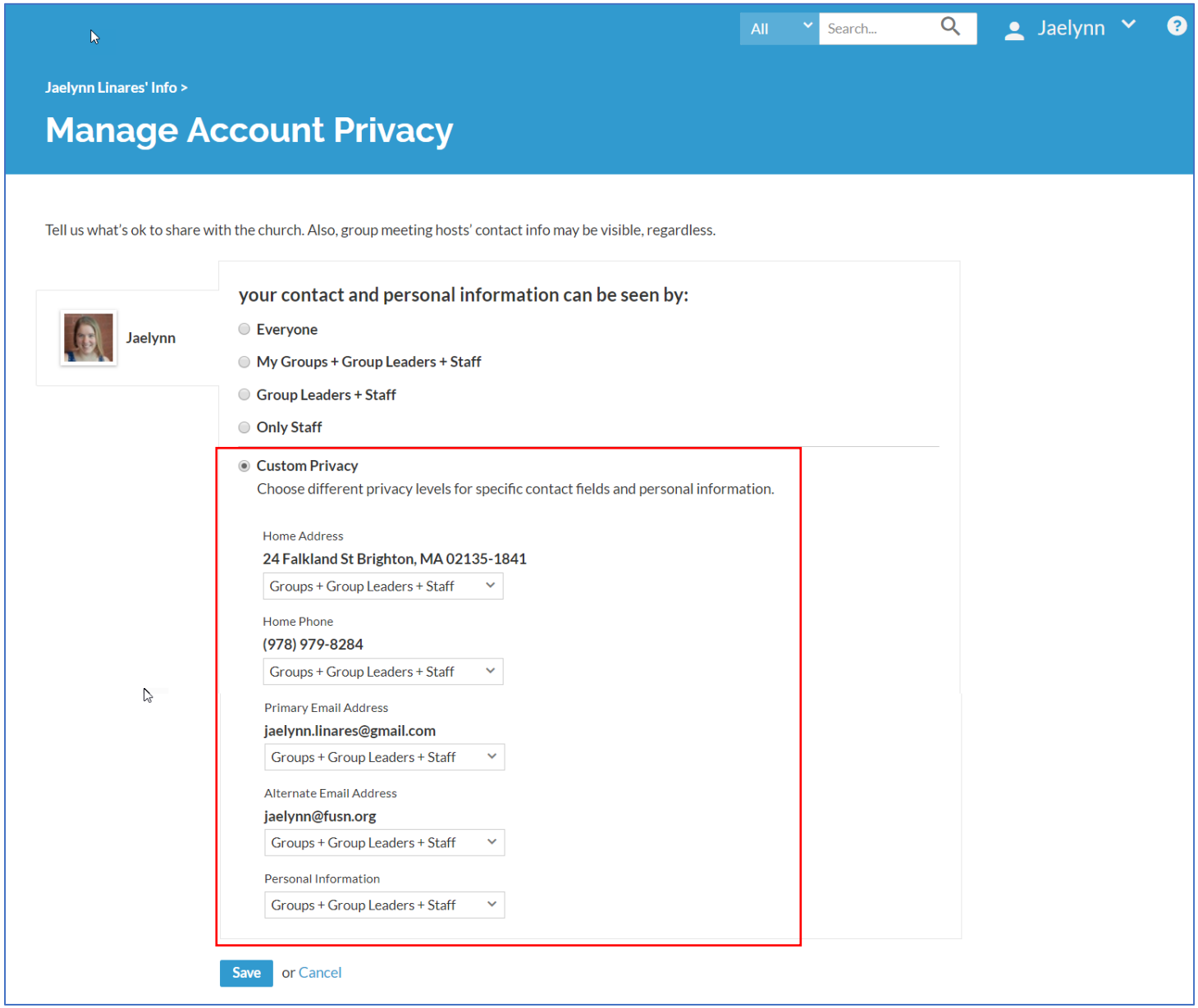
If selected, only group leaders, staff with the permission View Details for Individuals, and administrators can see this information. This option is not available for individuals without a birth date in their profile.

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.



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.