



Frontline Chaplains International, Inc.

PO Box 1004
Temple, TX 76503
(254) 314-2159

www.ifoc.org
chaplains@ifoc.org
Fax (989) 753-3238

Student And Chaplain Privacy

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Students & Class Registrants

I.F.O.C. recognizes that students who register for classes have a right to their information being kept private. As such, I.F.O.C. will:

1. Restrict staff / contractor access to student information to the level required to perform their job roles. For example,
 - a. Instructors for students they have in class
 - b. Operations staff to perform their job roles
2. Class Hosts who are Chaplains may receive a list of names of students who have registered to assist them in recruiting for the class. Class hosts may not share this information with anyone with the following exception:
 - a. If a Corps is hosting the class, the class host may share the class list with members of the Corps' command staff for the purposes of recruitment and supporting the class, provided these individuals are made aware of the privacy policy.
3. A class host who is not a Chaplain is not able to receive a list of student names. They must communicate with the registrar directly if they have questions about who has signed up or not.
4. A class's lead instructor may distribute an allies and resources list consisting of student names and email addresses to the class, after giving students the opportunity to opt their information off of the list.

Chaplains

Chaplain information is to be kept confidential. Staff and contractors shall only have the level of access required for them to complete their job roles. Volunteer Chaplain group or regional leaders shall only have access to the Chaplain information for those assigned to their regions or groups.

If I.F.O.C. staff receive a request to connect someone with a Chaplain (even another Chaplain), this should normally be performed by sending the requesting person's information to the Chaplain. It will be up to that Chaplain to decide if they wish to respond to contact the person requesting. When this happens, the requesting party should be told that we cannot guarantee a response.

Frontline Chaplains International, Inc.
operates in the U.S.A. as
International Fellowship of Chaplains (I.F.O.C.)

With regard to the I.F.O.C. Connections app, Chaplains are allowed to self-select to voluntarily share their email addresses with others. I.F.O.C. does not manage Chaplains' profile settings on the app.

Headquarters staff can answer a request to confirm whether a Chaplain holds a current license with a Yes / No response only. Details about active dates, lapsed dates, or any additional information beyond "Yes they have an active license, or No they do not" is not permitted to share.

Employment verification for I.F.O.C. staff / contractors should be referred to the COO or CEO to process and respond.