

# RezConnect – How to Update Your Privacy Settings

## A few notes about security first

- You have to login for the potential of seeing data and your church staff are the only ones who give users access, a user **cannot get access on their own**
- So the only users seeing your data are **other church attenders** and this section describes how to hide or show personal data from your other church attenders
- The information of anyone under 18 is **always hidden** from everyone except church staff and their immediate families

## How to change what other members of the church community can see:

- When you log in, you can access your privacy settings by **clicking on your name** at the top of the screen
- Select the **Privacy Settings** menu item
  
- First choose **Listed or Unlisted**
- An Unlisted profile can only be **viewed by church staff**
  - Unlisted is a great option for those who **must** keep their data private like government officials, police officers, etc
  - Unlisted is not a good option if you are only worried about security as it will hinder the community
- A Listed profile can be **viewed by other members of the church community**
  
- If you choose **Unlisted**, there are no other options to choose
- Click **Save** when you are done
  
- If you chose **Listed**, then a list of fields are displayed
- You can set the privacy level of each of these fields independently
- You have 4 levels of privacy to set for each field, they are:
  - **Everybody** - Any member of the community who logs in can see this data
  - **Friends Only** - Only people you add as a **Friend** can view this
  - **Friends & My Groups Members** - Only profiles marked as **Friends** and other members of your groups (your teams, RezGroup,etc.) can view this data
  - **Church Leadership Only** - Only staff can view this data
- Make your choices per field
- Click **Save** when you are done