

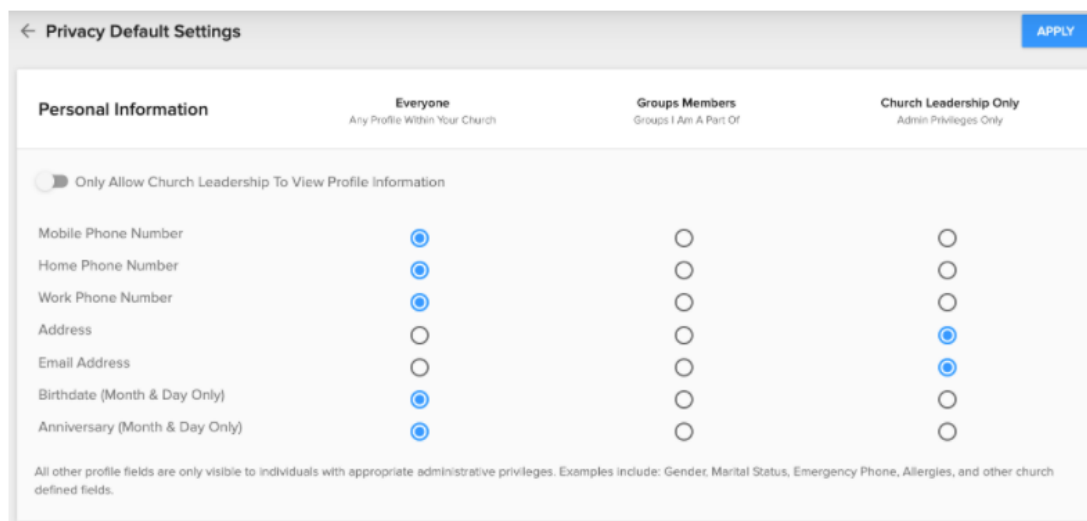
Training Session Topic #3

3. How to change my privacy settings in CCB.

It is super easy to manage your own privacy within CCB. Just log in. Go to your profile. Select Actions > Privacy.

- First choose if the Profile will only be visible to Church Leadership only.
 - If you toggle on the option to Only Allow Church Leadership To View Profile Information, all the fields will be set to Church Leadership Only and cannot be changed.
 - If you leave the toggle off, then you can select the Everyone and Group Members options.
- Make your choices per field.
- Click the blue Apply button when you are done.

Profile Visibility



| Personal Information | Everyone Any Profile Within Your Church | Groups Members Groups I Am A Part Of | Church Leadership Only Admin Privileges Only |
|---|--|---|---|
| <input type="checkbox"/> Only Allow Church Leadership To View Profile Information | | | |
| Mobile Phone Number | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Home Phone Number | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Work Phone Number | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Address | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Email Address | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Birthdate (Month & Day Only) | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Anniversary (Month & Day Only) | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

All other profile fields are only visible to individuals with appropriate administrative privileges. Examples include: Gender, Marital Status, Emergency Phone, Allergies, and other church defined fields.

VIEW TRAINING DOCUMENT:

<https://churchcommunitybuilder.force.com/s/article/How-to-Edit-Individual-Privacy-Settings>