

How to adjust privacy settings in First Focus

1. To begin, open your profile by clicking on your picture or initials in the top right corner of the screen
2. Click the **Actions** button and select **Privacy Settings**
3. First toggle **On** or **Off** “Only Allow Church Leadership to View Profile Information (Unlisted)” (Toggling this **On** makes your profile Unlisted to everyone except church staff with admin privileges)
 - If you toggle this **On**, you can't choose any individual options
 - Click **Apply** when you are done
 - If you left this option toggled **Off**, then a list of fields is displayed
 - You can set the privacy level of each of these fields independently
 - You have 3 levels of privacy to set for each field, they are:
 - **Everyone** - Any church member or Sunday School member who logs in can see this data
 - **Groups Members Interact** - Only profiles marked as participants of **Members Interact** groups can view this data
 - **Church Leadership Only** - Only users with **at minimum** Limited Read privilege can view this data (this in only church staff)
 - Make your choices per field
 - Click **Apply** when you are done
 - The following diagram shows all the fields on your profile that can be set to one of the three levels of privacy

← Privacy Default Settings APPLY

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 (Unlisted)			
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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email Address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Birthdate (Month & Day Only)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anniversary (Month & Day Only)	<input type="radio"/>	<input type="radio"/>	<input checked="" 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.