



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

July 11, 2011

TO ALL BODIES OF ELDERS

Re: Searching for contact information on the jw.org website

Dear Brothers:

On August 1, 2011, a new feature will be released on the jw.org website. It will allow authorized users to view contact information for selected persons and congregations. Such contact information may include names, addresses, telephone numbers, and email addresses. Elders will be able to view contact information for the following:

- The coordinator of the body of elders and the secretary of the congregations within their own circuit.
- Their assigned circuit overseer.
- The chairman of their assigned Regional Building Committee.
- The members of their assigned Hospital Liaison Committee (HLC). In this regard, the current HLC listing should be printed and several copies should be distributed to each elder for convenient use in case of emergency. However, the listing should not be copied for publishers or be placed on the noticeboard.
- Kingdom Hall addresses for all congregations in the branch territory.

Contact information will be found under the new *Lookup* tab. Those who have the *Manage Users* role will automatically be assigned the *Search for Contacts* role. The jw.org local domain administrators may assign the *Search for Contacts* role to any elder who requests it.

The contact information available on the jw.org website is for use in connection with congregation activity and theocratic assignments. Care should be given as to how the information is shared and used. **Contact information other than Kingdom Hall information should only be shared with other elders.** As a reminder, when a person no longer qualifies to have access to the site, his user account should be immediately deleted. Diligence in this regard protects against the misuse of information. If contact information displayed on the site is incorrect, please send the correct information promptly to the branch office.

Please do not contact the Computer Help Desk regarding this feature before it becomes available on August 1, 2011.

Your brothers,

*Watch Tower B. & J. Society*  
OF BRITAIN

cc: Hospital Liaison Committees  
Regional Building Committees  
Travelling overseers

PS to the secretary:

This letter should be retained in the congregation file along with other items related to the jw.org website.