

Privacy and Confidentiality

(The church is committed to adherence to the provisions of the federal privacy legislation (PIPEDA) as well as any relevant provincial law)

1. Accountability for personal information handling

- a. The Church Business Administrator is hereby appointed as the personal information compliance officer (the "Officer").
- b. Persons, whether employees, volunteers, or board or committee members, who collect, process, or use personal information, will be accountable to the Officer for such information.
- c. This Policy is available upon request.
- d. Any personal information transferred to a third party for processing is subject to this Policy. The Officer will use contractual or other appropriate means to protect personal information at a level comparable to this Policy while a third party is processing this information.
- e. Written permission from the Officer will be required to collect, retain, or use personal information in the name of the church. Such information is to be secured according to the Officer's instructions.
- f. Any person who believes that the Organization collects, retains or uses personal information for purposes other than those for which the necessary approval(s) have been granted may contact the Officer to register a complaint or to make any related inquiry.
- g. Upon receiving a complaint from any person regarding the collection, retention, or use of personal information, the Officer will conduct a timely investigation, and will report to the complainant as to findings and remedies.
- h. Upon receiving the response from the Officer, the complainant may, if still unsatisfied, appeal to the Board of Directors to review and determine the disposition of the complaint at issue.
- i. The determination of the Board of Directors will be final, and the Officer will abide by and implement all of its recommendations.
- j. This policy is to be communicated, and training regarding it given to, all employees and volunteers who might be in a position to collect, retain, or use personal information. The Officer is responsible to facilitate this action.
- k. The Officer shall prepare and disseminate information to the public which explains the Organization's protection of personal information policies and procedures.

2. Identifying purposes

- a. The Officer will document the purpose for which personal information is collected to comply with the openness and individual access principles outlined below.
- b. The Officer will determine the information that will be needed to fulfill the purposes for which the information is to be collected, to comply with the limited collection principle below.
- c. The Officer will ensure that the purpose is specified at or before the time of collecting the personal information from an individual.

| | | |
|--|---------------------------|---------------------------|
| Policy Title: Privacy and Confidentiality | | |
| Written : January 2007 | Adopted : May 2007 | Last Revised : n/a |

BOARD OF DIRECTORS POLICIES MANUAL

- d. The Officer will ensure that the information collected will not be used for any other purpose before obtaining the individual's approval, unless the new purpose is required by law.
- e. The Officer will ensure that a person collecting personal information will be able to explain to the individual why this is being done.
- f. The Officer will ensure that limited collection, limited use, disclosure, and retention principles are respected in identifying why personal information is to be collected.

3. Consent

- a. The Officer will ensure that the individual from whom personal information is collected consents to this and to it being used and disclosed.
- b. The Officer will ensure that the individual can reasonably understand why and how the information will be used when the consent is given.
- c. The Officer will ensure that the Organization exerts no influence over an individual's decision to give or withhold consent for the collection, retention, or use of personal information.
- d. The Officer will ensure that express consent is obtained wherever possible and appropriate. There may be rare circumstances where, in the Officer's opinion, having regard to the information's sensitivity and the Policy's purpose and intent, implied consent might be acceptable. (Implied consent might exist when a church baptizes a new member, and it is generally understood that personal information necessarily obtained in that context will be used for all church-related purposes. Such implied consent should not be assumed if the church would pass on the personal information to a para-church organization that is not an integral part of the denomination.)
 - i. In obtaining consent, the Officer will ensure that the individual's reasonable expectations are respected. (For example, a person giving his/her name and address to a charity to receive its newsletter or magazine reasonably expects that it will use that information to send other information about itself. But the individual would not likely expect that the information would be used for fundraising.)
 - ii. The Officer will ensure that the express consent obtained from an individual is clear and in an appropriately verifiable form. (For example, an application form may be used and kept on file whereon the individual consents to the collection and specific use; a check off box may be used to permit information already on file to be used for a new purpose; consent may be given orally which would require the receiver of the consent to create appropriate documentary evidence; or consent might be given by email which would require an electronic record to be maintained.)
 - iii. The Officer shall ensure that the individual may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. The individual shall promptly be informed of the withdrawal's implications.

4. Limiting Collection

- a. The Officer will ensure that personal information will not be collected indiscriminately. Both the amount and type of information collected shall be limited

| | | |
|--|---------------------------|---------------------------|
| Policy Title: Privacy and Confidentiality | | |
| Written : January 2007 | Adopted : May 2007 | Last Revised : n/a |

BOARD OF DIRECTORS POLICIES MANUAL

- to that which is necessary to fulfill the purposes identified. The Officer will specify the type of information to be collected, according to the openness principle.
- b. The Officer will ensure that information is collected only by fair and lawful means without misleading or deceiving individuals as to the reason.
 - c. The Officer will ensure that the identifying purposes and consent principles are followed in identifying why personal information is to be collected.

5. Limiting Use, Disclosure, and Retention

- a. The Officer will ensure that personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law, and any use of personal information shall be properly documented.
- b. The Officer will ensure that all personal information is destroyed, erased, or made anonymous as soon as the purpose for which it was collected is no longer relevant, or as permitted by law. There shall be an automatic review of the need to continue retaining personal information annually. Except as required to be retained by law, all personal information shall be deleted, erased, or made anonymous no later than seven years after the purpose for which it was collected has been completed.
- c. The Officer will ensure that all use, disclosure, and retention decisions are made in light of the consent principle, the identifying purposes principle and the individual access principle.

6. Accuracy

- a. The Officer will ensure that personal information is sufficiently accurate, complete, and up to date in order to minimize the possibility that erroneous or incomplete information is used to make a decision about an individual.
- b. The Officer will ensure that the Organization does not routinely update personal information, unless it is necessary to fulfill the purposes for which the information was collected.
- c. The Officer will ensure that personal information used on an ongoing basis, including information that is disclosed to third parties, should generally be accurate and up to date, unless limits to the requirement for accuracy are clearly set out.

| | | |
|--|---------------------------|---------------------------|
| Policy Title: Privacy and Confidentiality | | |
| Written : January 2007 | Adopted : May 2007 | Last Revised : n/a |