

North Bramalea United Church Privacy Policy

Why We Have a Privacy Policy

North Bramalea United Church (NBUC) is committed to protecting the privacy of the personal information of its employees, volunteers, members, adherents, visitors, donors and other stakeholders. We value the trust of those we deal with and recognize that maintaining this trust requires that we be transparent and accountable for how we treat the information that you choose to share with us.

During the course of our various activities, NBUC frequently gathers and uses personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that the use of this information be subject to consent.

NBUC is committed to following the ten principles of fair information practices contained in the Model Code for the Protection of Personal Information, which has been incorporated into federal legislation. These ten principles are represented in the headings below.

Accountability

The church body responsible for setting privacy policy and overseeing privacy practise is Ministry Council. Further information on privacy and your rights in regard to your personal information may be found on the website of the Privacy Commissioner of Canada www.privcom.gc.ca

Defining Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about the individual. This would also include financial information regarding donations.

Information in the public domain is not subject to privacy legislation and as such is not included in this policy. For example, publicly available business contact information, as well as names, addresses and telephone numbers published in a public telephone directory or information on a public website.

Consent

An individual's consent is required regarding the collection and proposed use of personal information at the time the information is collected. Consent can be either express or implied and can be provided directly by the individual or by an authorized representative. Express consent can be given orally, electronically or in writing. Implied consent is consent that can reasonably be inferred from an individual's action or inaction. An individual's express consent is required before confidential information is released to outside parties.

Limited Collection

The collection of personal information is limited to that which is relevant and necessary to our ministry programs and financial administration.

Limited Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected or for statistical analysis, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes. Mailing and membership lists are not loaned, rented, or sold to third parties. Personal phone numbers and email addresses are not placed on the NBUC website in such a way as to provide public access.

Accuracy

Personal information shall be as complete, accurate and up-to-date as possible. Donors, members and adherents are encouraged to review, correct and inform NBUC of updated personal information.

Security Safeguards

Personal information gathered by NBUC shall be kept in confidence. NBUC personnel (staff and volunteers) shall be authorized to access personal information based only on a need-to-know basis in keeping with approved church operations and programs.

Appropriate physical and electronic measures shall be used to ensure personal information is secure. Access to donor and volunteer records shall be limited to those who require such information to fulfil their job responsibilities. Each person who requires such access must first read, understand, and sign this privacy policy. These signed policy forms will be kept on file. The confidentiality of personal records shall continue after the relationship with the individual has ended.

Openness

This document represents NBUC's commitment to understandable and easily available privacy policy and practice information. It is posted on a notice board, the website, and is available from the church office staff.

Individual Access

Upon request, individuals shall be given access to the personal information they have provided. This may be in the form of copies or excerpts of information. The information requested must be provided within a reasonable period of time.

Providing Recourse

You have the right to resolve any concern you may have regarding the privacy of your personal information held by NBUC. If your concern is not been dealt with to your satisfaction, you are encouraged to approach either of the Congregational Reps on Ministry Council.

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