

Church of the Epiphany Privacy Policy

At Church of the Epiphany, Sudbury the privacy of personal information has always been an essential aspect of our operation. As a result of the Personal Information Protection and Electronic Act (PIPEDA), the following Privacy Policy has been developed in order to ensure compliance with PIPEDA, and to inform all individuals of our commitment to the protection of their personal information. This policy, based on the 10 principles outlined in PIPEDA, applies to all parishioners, employees and clergy.

What is personal information?

Personal information includes any factual or subjective information, recorded or not, about an individual. This includes information in any form such as home address, personal e-mail address, financial information, marital status, employee files etc.

Accountability

The Wardens will appoint a person to be the Privacy Officer of the church. This officer will report to the Wardens and is responsible that compliance with PIPEDA is met.

Identifying Purposes

The church collects, uses and discloses personal information for the following purposes:

1. process, administer and manage memberships, including providing limited information to the Diocese
2. provide requested services and consultations
3. establish and maintain communication with members, including our newsletter and website
4. process financial donations/payments
5. meet any legal, regulatory, processing or security requirement that requires disclosure of personal information
6. inform members of church related activities and programs which we feel might be of interest to our members
7. conduct research and statistics to better understand the needs of our parishioners so that we can improve our programs and activities

The purpose for which this information is collected shall be explained to the individual at or before the time the information is collected.

Obtain Consent

The knowledge and consent of individuals are required before information can be collected, used or disclosed. This is done through application forms, baptism/confirmation/marriage/funeral forms and registration for church related programs and activities. If consent is granted or denied orally, then a follow-up letter must be issued to confirm in writing the individual's wishes.

Limit Collection

The collection of personal information will be limited to ensure that individuals are only asked what is necessary.

Limiting Use, Disclosure, and Retention

Information will not be used or disclosed for purposes other than for which it is collected, except with the consent of the individual or as required by law. Information will be retained only as long as it is needed.

Insuring Accuracy

Personal information will be accurate, complete and up-to-date. Although it is the individual's responsibility to inform the church of any relevant changes to their personal information, the church, from time to time, will take steps to verify this information is accurate.

Using Appropriate Safeguards

Appropriate safeguards to protect the privacy of personal information have been developed. These safeguards are designed to prevent unauthorized access, copying or modification. Information is only accessible on a "needs to know" basis to staff, clergy and appropriate lay volunteers (e.g. counters, committee leaders).

Openness

Information about this Privacy Policy, and church procedures and practices relating to the management of personal information is readily available.

Individual Access

Upon request, individuals may know the specific purposes for which their information is used or disclosed. If the information is incorrect, it will be promptly corrected or, if necessary, deleted.

Challenging Compliance

Individuals with comments or concerns about compliance with the above principles can contact the Privacy Officer.

Approved by Parish Council on Tuesday, April 12, 2011