



FIRST YARMOUTH (PLAINS) BAPTIST CHURCH

POLICY TO PROTECT PERSONAL INFORMATION

As adopted on January 27, 2013.

Background:

The *Personal Information Protection and Electronic Documents Act*, commonly referred to as PIPEDA, came into effect January 2004. PIPEDA and other provincial privacy legislation give individuals a right to privacy in the collection, use, and disclosure of their personal information.

Purpose:

This policy is to safeguard personal information entrusted to the First Yarmouth (Plains) Baptist Church ("FYPBC") and to comply with the requirements of the *Personal Information Protection and Electronic Documents Act* ("PIPEDA") and any other applicable legislation.

Privacy Principles:

FYPBC is committed to maintaining the accuracy, confidentiality and security of all personal information in its possession. FYPBC, its members, officers, employees and volunteers are required to comply with this policy. As part of this commitment, FYPBC has adopted the following ten principles, based on the values set by the Canadian Standards Association's Model Code for the *Protection of Personal Information and Canada's Personal Information Protection and Electronic Documents Act*.

1. Accountability

FYPBC has appointed a Privacy Officer who is responsible for the organization's compliance with this policy. Each church leader/committee chairperson is responsible

for maintaining and protecting the personal information under its control and is accountable, for such information, to the Privacy Officer.

2. Identifying purposes

FYPBC collects and uses personal information about individuals to facilitate the ministry of the church by:

- a. enabling communication;
- b. providing services requested;
- c. providing receipts for income tax purposes;
- d. processing payment for the services requested;
- e. providing church related statistical information;
- f. ensuring the safety of vulnerable persons; and
- g. meeting statutory and regulatory requirements.

Contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

The only circumstance under which personal information may be disclosed to third parties is for the fulfillment of any purposes identified above, or as required by law. Where personal information is disclosed to third parties for the fulfillment of any purposes identified above, FYPBC will make all reasonable efforts to ensure that the third party has appropriate security procedures in place for the protection of the personal information being transferred.

3. Consent

Unless we hear otherwise, the use of FYPBC services and/or enrolment and/or participation as a member, adherent, volunteer, pastor, constitutes consent for FYPBC to collect, use and disclose personal information for the purposes stated in this policy.

Consent must be received from any individual or group prior to publication of any previously unpublished information pertaining to that individual or group.

An individual may refuse or withdraw consent at any time, subject to legal and contractual restrictions and reasonable notice. The choice to provide us with personal information is always the individual's. Decisions to withhold particular information may impact or prevent some aspects of the church's ministry to that individual or group.

An individual may refuse or withdraw consent by contacting the Privacy Officer at 519-633-2883. The Privacy Officer will explain the options and any consequences of refusing or withdrawing consent, and will record the individual's choice.

4. Limiting collection

The personal information FYPBC collects shall be limited only to that which is necessary for the purposes identified.

5. Limiting use, disclosure and retention

The personal information FYPBC collects will only be used or disclosed for the purposes for which it was collected, unless an individual has consented or when it is required or permitted by law. Personal information will be retained only as long as is necessary for the fulfillment of the purposes for which it was collected, or as required by law.

6. Accuracy

FYPBC will make all reasonable efforts to ensure that personal information is as accurate, complete, and current as required for the purposes for which it was collected. If an individual finds any inaccuracies in our information, they should inform the Privacy Officer and we will make the appropriate corrections promptly. In some cases, FYPBC relies on the individual to ensure that certain information, such as mailing address, email address and telephone number, is current, complete and accurate.

7. Safeguards

FYPBC uses appropriate security safeguards to protect personal information from risks such as loss, misuse, unauthorized access, disclosure, or alteration. Safeguards include physical, administrative, and website security measures.

Children's names will not be posted with any photos. Children's ages will not be posted. Annual Reports will not appear on FYPBC website.

All employees, church leaders and volunteers of FYPBC are required to abide by the privacy standards we have established. They are also required to follow applicable laws and regulations. In the course of daily operations, access to personal information is restricted to those whose job responsibilities require them to access it.

8. Openness

FYPBC will provide information to individuals about our policies and procedures relating to the overall management of personal information that is under our control or with

regard to specific personal information about which an individual may have a concern. Contacting the Privacy Officer at 519-633-2883 can access this information.

9. Access

An individual has the right to access their personal information under the control of FYPBC. Upon request in writing to the Privacy Officer at the address listed below, the individual will be informed of the existence, use, and disclosure of their personal information and will be given access to the information. In certain exceptional situations, FYPBC may not be able to provide access to certain personal information that it holds about an individual. For example, FYPBC may not provide access to personal information if doing so would reveal personal information about a third party. If access cannot be provided, FYPBC will notify the individual, in writing, of the reasons for refusal.

10. External sites

If you visit any of the visible external links listed on our web pages, we cannot guarantee the following: the content of the external site, how they use personal information, or their privacy practices. When entering another website, you may find that it has its own privacy policy or statement that you can review in determining whether to proceed.

11. Handling enquiries and complaints

Any questions or enquiries concerning compliance with our privacy policies and procedures may be addressed to the Privacy Officer by telephone at 519-633-2883, by email at plainschurch@rogers.com or by regular mail at:

First Yarmouth Plains Baptist Church
6071 Fairview Road RR4
St. Thomas ON N5P 3S8

ATTENTION: Privacy Officer

12. Revisions to this policy

The development of FYPBC's policies and procedures for the protection of personal information is an ongoing process. The current version of this policy is posted on our website at <http://plainschurch.ca/>.