

# Erindale United Church

## Privacy Procedures

### Procedures to ensure maintenance of Congregational information to meet Privacy regulations

#### 1.0. Overarching Principles:

- 1.1. Erindale United will follow the ten principles for handling personal information identified in the Personal Information Protection and Electronics Document Act of Canada (PIPEDA).
- 1.2. These principles are: *accountability, identifying purposes, consent, limiting collection, limiting use, disclosure and retention, accuracy, safeguards, openness, individual access, and provision of recourse.*
- 1.3. Personal information of congregational members will not be shared unless the consent of the affected individual is obtained, except where required by law. In some cases, the consent can be verbal
- 1.4. Designated Privacy Officer: The Office Administrator will be the EUC Privacy Officer

#### 2.0. Procedures

Note : These procedures should be read and applied in the context of the EUC Privacy Policy

#### 3.0 Personal Information

3.1. Congregational information is classified as follows. Examples of persons having access to each level are listed.

##### 3.1.1 Level 1 – Highly Restricted Personal Information

Information is very sensitive and if shared or published inappropriately or harvested electronically for fraudulent activities such as identity theft, has the potential of damaging people's lives and/or their well being and would likely bring about legal action against Erindale United Church.

Information about the medical condition of congregational members sexual orientation, race, national or ethnic origin, colour, mental or physical disability, birth date, age.	Minister
Financial information (including income and givings)	Envelope Steward
Marital status	Minister, Office Administrator

Record of Marriage, Death, Baptisms	Minister, Office Administrator
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### 3.1.2. Level 2 – Confidential Personal Information

Information is somewhat sensitive and if inappropriately shared, published or harvested electronically could contribute to fraudulent activity such as identity-theft, and bring about hardship or embarrassment to an individual and/or the EUC, or it may bring about legal action against the EUC.

Personal email address,	Minister, Office Administrator, Congregational Care, Grapevine Editor
Employee files, disciplinary actions, the existence of a dispute, opinions, comments,	M&P, Council
Congregational status ( member or associate).	Minister, Office Administrator, Roll Clerk, Council
Family members' names	Minister, Office Administrator, Sunday School Coordinator/ Teachers

### 3.1.3 Level 3 – General Information

Information is not sensitive and can be shared. This information is not restricted and many can have access to it. It is collected to assist the departments in the accomplishment of their tasks. There is no confidential or restricted personal information included in this level.

- home address, home public phone-number

## 4.0. Consent for Use of Personal Information

4.1. To ensure appropriate maintenance of information, Congregational members will be asked to provide the following written consent by completing the following:

*To cover general congregational uses “For administrative and communication purposes, may we share your name address, telephone number and email address information and that of your family members with other church committees and the UCW?”*

4.2 This information will not be shared outside the Church but may be used to notify you of Church, Sunday School or UCW activities; asking for help as Lectors; Coffee Hosts; etc.

4.3 The Office Administrator will maintain a record of these forms, and will identify any member who has opted out.

## 5.0 Photos and Videos

5.1 Consent is required by anyone whose photo or video may be captured and published or displayed. This is particularly important if the intent is to publish the photos either in print or electronically.

5.2 Any video or photos of children require specific consent of the parent or guardian

5.3 In general, verbal consent will be sufficient for display or publication of photos of public gatherings

## **6.0 Security.**

6.1. Hard copy personal information will be stored securely (under lock and key) by the Office Administrator Minister, and any church Committee member with authorized access

6.2. To protect against illegal harvesting of personal information, all necessary precautions should be taken to secure and backup personal information that is stored electronically. This should be done with appropriate safeguards that include: up-to-date antivirus software, firewalls, password protection, installation of critical software updates and patches, controlled physical access to personal information servers, and other network security measures. This is the responsibility of the Office Administrator for records on church hardware, and any committee member who has authorized access to this information.

6.3. Once the personal information is no longer required it should be destroyed except in cases where federal and/or provincial retention rules apply. This is a particular commitment for congregational members previously on a committee with access to information but who may no longer hold positions as committee members.

## **7.0. Requests for copies of wedding certificates, funeral information and baptismal records.**

7.1. All requests should be submitted in writing identifying the purpose of the request

Identification will be recorded if the individual requesting the information is unknown.

7.2. Proof of parenthood if there is any suspicion around the request

## **8.0 Access to one's own personal information held by the Church.**

8.1. A signed, detailed request should be sent to the privacy officer.

## **9.0 Request for contact information by an unauthorized party.**

9.1 Except in emergency situations, (e.g medical, police, armed forces) the response will be to take the name and telephone number or address of the person

making the request and relaying that information to the desired contact so that they can respond directly to the individual if they so desire