

# WOODCLIFF UNITED CHURCH PRIVACY POLICY

This Policy represents the intention of Woodcliff United Church (WUC) with regard to the collection, use, management, retention, safeguarding, disclosure, and disposition of personal information held at WUC.

## STATEMENT OF PURPOSE AND BELIEF

In his ministry, Jesus viewed each individual as a unique and beloved child of God, worthy of care and protection. He protected the widow and the orphan, embraced those living on the margins of his society and offered compassion and love to all of God's children.

Following in the footsteps of Jesus, the faith community of WUC intends to protect the privacy of our children and youth, members, adherents, visitors and guests, donors and staff members. WUC believes that protecting the confidentiality and security of personal information entrusted to us is both a legal and an ethical obligation. We therefore are committed to being accountable, transparent and trustworthy in handling personal information in compliance with all applicable legislation, The United Church of Canada's (UCC) Personal Information Policy, and The UCC Duty of Care principle.

## POLICY

This policy is based on the privacy principles that form the foundation of Alberta's Personal Information Protection Act to which we are obliged to comply.

### Collection

Personal information, in addition to name, collected by WUC may include:

- home address
- home and/or cell phone number
- email address
- age/date of birth
- gender
- school grade
- marital status
- medical conditions and/or allergies
- emergency contact information
- family members' names
- employee files, including evaluations, disciplinary actions, existence of a dispute, and related opinions
- banking information
- donation information

- list of skills, talents and interests
- Vulnerable Sector Check results
- photographs and video and audio recordings

Information that is not personal includes:

- name and title of a WUC employee
- any other information required to be disclosed by law

Personal information is collected by WUC only to:

- communicate about events, ministries and programs sponsored by WUC and UCC.
- register and provide information for church programs and services.
- maintain donor records and issue charitable tax receipts.
- provide services that will meet spiritual, educational and human needs.
- promote the mission and outreach services of WUC and UCC.
- verify identity.
- provide for the transfer of appropriate records to UCC Archives for archival and research purposes.

Personal information is included in the following WUC records:

- baptismal, marriage, and burial records
- employee records (ministry personnel and lay employees)
- pension and benefits records
- directories and mailing lists of church members, committees, and church groups
- stewardship and donor information
- records of committees that focus on personnel and pastoral relations
- records of disputes, hearings, and commissions

### Consent

- By providing personal information to WUC, individuals are consenting to the use of the information for the purposes identified in this policy.
- Consent for the collection, use and disclosure of the personal information of children under the age of 13 must be obtained from their parents or guardians (Office of the Privacy Commissioner of Canada).
- No personal e-mail addresses or other contact information may be released without explicit consent from those persons to do so.
- An individual may withdraw consent to the collection, use or disclosure of some or all personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to the Church Administrative Coordinator (CAC) of WUC or designate.

- During an emergency situation, relevant personal information may be given to appropriate first responders without consent.
- For purposes other than those identified in this policy, WUC must obtain written consent for the collection, use or disclosure of any personal information.

#### Access

- Only authorized staff and volunteers may have access to the personal information that WUC has collected. Access will be limited to the personal information required by staff and volunteers to conduct their work.
- When someone requires a copy of their baptismal or marriage record, only that person may request that information. A parent or legal guardian may request information for those under their guardianship.
- Individuals are entitled to be informed of the existence, use and disclosure of their personal information and upon written request will be given access to that information by the CAC of WUC or designate.

#### Storage

- Personal information must be stored in a secure, locked location. If the information is in electronic form, it must be password protected.

#### Sharing

- Church directories and other mailing lists are for the internal use of WUC only. Information must not be distributed to external parties, or used for personal gain, commercial, political or any other non-WUC purpose.
- Contact information may be shared to communicate within and between committees, ministries, and other groups that function for the purposes of WUC.
- Bulk communications (mass emails) sent by WUC must be blind copied.
- WUC may send membership, adherent and donor lists to regional and national offices of UCC in order that they may provide information on issues of stewardship, outreach, and other concerns of our larger church.

#### Retention and Disposition

- Personal information will be retained only for as long as it is needed by WUC to fulfill the identified purposes for which it was collected or needed for any legal, government or insurance requirements.
- WUC will transfer records, as appropriate, to UCC archives.
- WUC must use appropriate security measures when disposing of personal information, computers, and other storage devices. This will, for example, involve the shredding of paper records containing personal information, permanent deletion of electronic records, and the reformatting of computers and storage devices no longer in use.

### Compliance and Complaints

- Any complaints, concerns or questions regarding this policy are to be submitted in writing to the Duty of Care Officer or designate.

### **ADMINISTRATION**

This Policy is administered by the Duty of Care Committee and Council of WUC.

Approved by the Congregation at the 2019 Annual Congregational Meeting.

Date: \_\_\_\_\_

Signatures:

\_\_\_\_\_  
Council Chair

\_\_\_\_\_  
Council Secretary

### **REFERENCES**

BC Conference, The United Church of Canada. (n.d.). *Privacy policy template*. Retrieved March 7, 2018 from <https://www.bc.united-church.ca/content/privacy>

Personal Information Protection Act (PIPA), Statutes of Alberta. (2003, c P-6.5). Retrieved from [http://www.qp.alberta.ca/1266.cfm?page=P06P5.cfm&leg\\_type=Acts&isbncln=9780779762507](http://www.qp.alberta.ca/1266.cfm?page=P06P5.cfm&leg_type=Acts&isbncln=9780779762507)

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The United Church of Canada. (n.d.). *A tender trust: Helping churches to provide safe service*. Retrieved April 7, 2018 from [http://www.united-church.ca/sites/default/files/resources/handbook\\_tender-trust.pdf](http://www.united-church.ca/sites/default/files/resources/handbook_tender-trust.pdf)

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The United Church of Canada. (2011). *Personal information policy*. Retrieved from <http://www.united-church.ca/sites/default/files/resources/personal-information-policy.pdf>

Woodcliff United Church Duty of Care Committee (Structure Document)

Woodcliff United Church Duty of Care Policy

Woodcliff United Church Duty of Care Procedures

Woodcliff United Church Marketing, Communications and Public Relations Policy

Woodcliff United Church Policy for Creation, Revision, Approval, and Removal of Policies

Woodcliff United Church Social Media Policy

Original Approval Date: March 17, 2019	Review Dates:	Next Review Date:
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