

PRIVACY POLICY

Purpose:

This policy is to safeguard personal information entrusted to Exeter United Church and to comply with the requirements of the *Personal Information Protection and Electronic Documents Act* (PIPEDA) and other applicable legislation.

Privacy Principles:

Exeter United Church (the 'Church') is committed to maintaining the accuracy, confidentiality and security of all personal information in its possession. The Church, its Leadership Team members, officers, employees and volunteers are required to comply with this policy. As part of this commitment the Church is adopting the following principles, based on the values set by Canada's *Personal Information Protection and Electronic Documents Act*.

1. Accountability

Exeter United Church has appointed the current chairs of the Leadership Team and Ministry and Personnel Team to act as Privacy Officers. The Privacy Officers are responsible for the Church's compliance with this policy. Each team member, employee and volunteer is responsible for maintaining and protecting the personal information under its control and is accountable, for such information, to the Privacy Officers.

2. Identifying purposes

Exeter United Church collects and uses personal information about individuals solely for the following purposes:

- a. To communicate about activities and events of the Church
- b. To provide income tax receipts;
- c. To facilitate communication, programs and services

Business contact information and 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 as required by law.

3. Consent

Unless we hear otherwise, provision of personal information on official church forms, constitutes consent for the Church to collect, use and disclose personal information for the purposes stated in this policy. An individual may refuse or withdraw consent at any time. The choice to provide us with personal

information is always the individual's. Decisions to withhold particular information may impact our ability to meet specific requirements for the provision of certain services. An individual may refuse or withdraw consent by contacting the Privacy Officers at EUCfeedback@gmail.com or by submitting a letter addressed to the Privacy Officers c/o Exeter United Church, 42 James Street, Exeter, ON N0M 1S6. The Privacy Officers 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 the Church collects shall be limited only to that which is necessary for the purposes identified.

5. Limiting use, disclosure and retention

The personal information the Church 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 and United Church of Canada record keeping policies.

6. Accuracy

Exeter United Church 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 us and we will make the appropriate corrections promptly. The Church 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

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

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

9. Access

An individual has the right to access their personal information collected by the Church. Upon request in writing to the Privacy Officers 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.

10. Handling enquiries and complaints

Any questions or enquiries concerning compliance with our privacy policies may be addressed to the Privacy Officers in writing by using our Feedback box, by email at EUCfeedback@gmail.com or by regular mail at **42 James Street, Box 561, Exeter, ON N0M 1S6**

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