

**The First Christian Reformed Church of New Westminster
Personal Information Protection Policy & Procedures
Adopted March 3, 2015**

Protecting Personal Information

1. The First Christian Reformed Church of New Westminster, also known as New West CRC, in accord with the provisions of the Personal Information Protection Act of British Columbia, protects the personal information of every person about whom it holds such information. Personal information is all information about a person, except contact information for that person at his or her place of work.

Collecting Personal Information

2. Personal information is collected only for the purpose of enabling the church to provide its services. Such purposes include: to preach the gospel, to provide religious education, to provide spiritual advice, to provide diaconal services, to solicit donations for charitable purposes, to conduct marriages, to conduct funerals, to verify identity (name, address, phone, email), to maintain membership rolls, to solicit volunteers, to provide employee records, to provide information to enquirers and adherents.

Consenting

3. The church will obtain consent from individuals for the collection, use, or disclosure of personal information. Consent may be provided orally, in writing, or electronically. Consent is implied where an individual voluntarily provides information (for example, membership application, or information for a eulogy). Consent is also implied if persons have been given an opportunity to opt-out of certain uses of information, such as listing in the church directory or web site, and do not opt-out. A person may withdraw consent for certain uses of his or her personal information by contacting the church office in writing. The church may collect, use or disclose information without consent as required by law (for example: court order), in an emergency that threatens life, health, or personal security of a person, or other applicable provisions as listed in Sections 12, 15, and 18 of the Personal Information Protection Act.

Using and Disclosing Personal Information

4. The church will only use or disclose personal information it holds about persons where necessary to fulfill the purposes listed in Section 2, or for purposes reasonably related to them, such as advising Christian Reformed Church denominational agencies about persons volunteering for work on or with such agencies. The church will not use or disclose personal information for additional purposes, unless it obtains consent to do so. The church will not sell or disclose membership lists or personal information to any other party, be it another charity, or non-profit, or a profit-making enterprise.

Retaining Personal Information

5. The church will retain personal information of its members only as long as necessary to fulfill identified purposes or legal or ecclesiastical purposes, for example, proof of

baptism or marriage, or membership. All information will be retained for at least one year.

Ensuring Accuracy of Personal Information

6. The church will make reasonable efforts to ensure personal information is accurate and complete and will correct any inaccuracies that are brought to its attention. Members may review for accuracy the personal information the church holds for them by placing a request for information review with the church office.

Securing Personal Information

7. Access to personal information by church employees and volunteers is given on a need-to-know basis. Some personal information may also be segregated from other personal information. Security examples follow. Pupil records for the pre-school are kept by the pre-school teachers and accessed only by them. Donation by numbered envelope amounts are matched by number to name by only one person. The names of persons receiving pastoral counselling are kept confidential by the pastor. Computer records are password protected.

Accessing Personal Information

8. Members may access their own personal information records as noted in Section 6. Employees and volunteers may access personal information only on a need-to-know basis for the provision of services offered by the church. Access is not granted to any other persons or groups, except as required by law. If an access request is made orally, the church may require the request to be made in writing. The church will endeavour to respond within thirty working days.

Privacy Officer

9. The church has a Privacy Officer, as required by the Personal Information Protection Act. The Privacy Officer is responsible for helping the church adhere to this policy and the provisions of the Personal Information Protection Act. The Privacy Officer will review the operation of this policy regularly, preferably annually, and make recommendations for changes as needed to church Council. Staff and volunteers will be informed regularly of this policy. Persons who have questions regarding the policy of the church or how the policy was applied in relation to them may contact the Privacy Officer orally, or in writing if so requested by the Privacy Officer.

The church appoints the Chair of the Council of First Christian Reformed Church of New Westminster as its Privacy Officer. The Chair, with the concurrence of Council, may designate another person to fulfill the role of Privacy Officer.

Contact the church office to be directed to the Chair or his or her designate.

Address: 8255 – 13th Avenue, Burnaby, BC V3N 2G6 Telephone: 604-521-0111

Email: office@nwcrca

Further information may be found at:

1. [www.cio.gov.bc.ca/cio/priv leg/](http://www.cio.gov.bc.ca/cio/priv_leg/) (B.C. specific)

2. https://www.priv.gc.ca/resource/fs-fi/02_05_d_15_e.asp (Canada wide)

Adopted: year ____ month ____ day ____