

DIOCESE OF KOOTENAY

I. THE APPLICATION OF THE DIOCESAN PRIVACY POLICY IN THE SYNOD OFFICE LOCATED AT 1876 RICHTER AVE, KELOWNA

INTRODUCTION

The BC Personal Information Protection Act (PIPA) regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information. “Personal Information” means all information about an identifiable individual. Our Diocese recognizes the importance of privacy, and the sensitivity of personal information received by us for church purposes.

This document is to be considered a working draft to be reviewed periodically.

OUR NEED FOR PERSONAL INFORMATION

Information is given to the Diocese for Church purposes and will only be used for Church purposes.

COLLECTION, USE, DISCLOSURE AND DISPOSAL OF PERSONAL INFORMATION

The diocesan database is available electronically in the Synod office to Synod office staff solely for purposes of carrying out their work tasks.

The diocesan directory is provided in printed form to Synod office staff, Incumbents and priests-in-charge to facilitate communication and administrative functions within the diocese. Synod and parish personnel are required to use the information with care. Out-of-date lists are to be destroyed.

All information in the Diocesan Directory, with the exception of the Personal Address List, is to be considered public domain. The Personal Address List is to be handled in a confidential manner.

At this time, e-mail addresses are to be considered confidential information.

Commercial use of the Diocesan Church List is not allowed.

All paper waste containing confidential information is to be shredded where possible using cross-cut shredders. CD's are to be disposed of so that their information is not retrievable.

SECURITY OF PERSONAL INFORMATION

The Diocese recognizes its obligation to protect the confidential information of its members. We have arrangements in place to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

To safeguard from unauthorized access, information is kept in locked cabinets or locked offices. Electronic data are password protected.

REQUESTS FOR ACCESS TO PERSONAL INFORMATION

The BC Personal Information Protection Act permits individuals to submit written requests to provide them with the following:

- Personal information under our custody or control; and
- Information about how their personal information under our control has been used and is being used by us; and
- The names of any individuals and organizations to which their personal information under our control has been disclosed by us.

If there is a request for information which is considered beyond the intent for which the information was originally given, consent must be received from the information source before the information may be released.

We will respond to requests within the time allowed by the Personal Information Protection Act, and will make every effort to respond as accurately and completely as reasonably possible.

REQUESTS FOR CORRECTION OF PERSONAL INFORMATION

The Personal Information Protection Act allows individuals to submit written requests to correct errors or omissions in their personal information that is in our custody or control. We will review and respond to such requests in a timely manner. It is the responsibility of the individual to provide current information to those responsible for maintaining and updating lists or files.

CONTACTING US

If you have any questions with respect to our policies concerning our handling of your personal information, or if you wish to request access to, or correction of, your personal information under our care and control, please contact our office at (250) 762 – 3306 (ext. 10).

If you are not satisfied with the way we handle your requests, you are entitled to contact the Diocesan Privacy Officer, the Rev. Ken Watts, at:

St. George's Anglican Church
3690 Brown Rd., Westbank, BC, V4T 1Z1
Telephone: (250) 768-5818
E-mail: revken@shaw.ca

For further appeal you may contact the Privacy Commissioner at:

The Office of the Information and Privacy Commissioner
PO Box 9038, Stn. Prov. Govt.,
Victoria, BC V8W 9A4
Telephone: (250) 387 – 5629
Fax: (250) 387 – 1696

II. THE APPLICATION OF THE DIOCESAN PRIVACY POLICY IN PARISHES/CONGREGATIONS OF THE DIOCESE OF KOOTENAY

INTRODUCTION

The BC Personal Information Protection Act (PIPA) regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information. "Personal Information" means all information about an identifiable individual. Our Diocese recognizes the importance of privacy, and the sensitivity of personal information received by us for church purposes.

This document is to be considered a working draft to be reviewed periodically.

OUR NEED FOR PERSONAL INFORMATION

Information is given to the Parish/ Congregation of the Diocese for Church purposes and will only be used for Church purposes.

COLLECTION, USE, DISCLOSURE AND DISPOSAL OF PERSONAL INFORMATION

The database of a parish/ congregation is available to the Incumbent or Priest-in-charge, Wardens, Treasurer, Envelope-Secretary, and other appointed staff solely for purposes of carrying out their responsibilities.

The parish/ congregation list is provided in printed form to staff and parish leaders to facilitate communication and administrative functions within the parish/ congregation. Parish personnel are required to use the information with care. Out-of-date lists are to be destroyed.

Personal financial information such as completed pledge forms, records of personal offerings or identification lists of envelope numbers will be kept in locked cabinets or locked offices. Electronic data are password protected.

Periodic or annual statements from the Envelope-Secretary to parishioners will be delivered by hand or mail.

The distribution of parish lists in such publications as parish photo lists requires the written consent of each parishioner for the inclusion of their name and other information. This consent will be required on each occasion of distribution.

At this time, e-mail addresses are to be considered confidential information.

Commercial use of the Parish/Congregation Church List is not allowed.

Personnel files of employees of the parish/ congregation will be kept in locked cabinets or locked offices. Electronic data are password protected.

Those responsible for the disposition of church offerings will handle all information in a secure and confidential manner.

The consent of new parishioners will be required for their name and other personal information to be included in parish lists. Verbal consent or the completion of a parish form will be considered sufficient proof of consent.

All out-of-date lists and other waste paper containing confidential information is to be shredded, where possible using cross-cut shredders.

SECURITY OF PERSONAL INFORMATION

The parish/ congregation recognizes its obligation to protect the confidential information of its members. We have arrangements in place to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

To safeguard from unauthorized access, information is kept in locked cabinets or locked offices. Electronic data are password protected.

REQUESTS FOR ACCESS TO PERSONAL INFORMATION

The BC Personal Information Protection Act permits individuals to submit written requests to provide them with the following:

- Personal information under our custody or control; and
- Information about how their personal information under our control has been used and is being used by us; and
- The names of any individuals and organizations to which their personal information under our control has been disclosed by us.

We will respond to requests within the time allowed by the Personal Information Protection Act, and will make every effort to respond as accurately and completely as reasonably possible.

REQUESTS FOR CORRECTION OF PERSONAL INFORMATION

The Personal Information Protection Act allows individuals to submit written requests to correct errors or omissions in their personal information that is in our custody or control. We will review and respond to such requests in a timely manner. It is the responsibility of the individual to provide current information to those responsible for maintaining and updating parish lists or files.

CONTACTING US

If you have any questions with respect to our policies concerning our handling of your personal information, or if you wish to request access to, or correction of, your personal information under our care and control, please the Incumbent or Priest-in-charge of your parish/ congregation, or call the Diocesan Privacy Officer, the Rev. Ken Watts (250) 768-5818. We will respond to your enquiry in a timely manner.

If you are not satisfied with the way we handle your requests, you are entitled to contact the Diocesan Privacy Officer, the Rev. Ken Watts, at:

St. George's Anglican Church, 3690 Brown Rd.,
Westbank, BC, V4T 1Z1,
Telephone: (250) 768-5818.
E-mail: revken@shaw.ca

For further appeal you may contact the Privacy Commissioner at:

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