

WORD OF LIFE CHURCH PRIVACY POLICY

POLICY TO PROTECT PERSONAL INFORMATION

Purpose:

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

Privacy Principles:

Word of Life Church is committed to maintaining the accuracy, confidentiality and security of all personal information in its possession. The Church, its Board members, officers, employees and volunteers are required to comply with this policy. As part of this commitment Word of Life Church has adopted the following ten principles, based on the values set by the Canadian Standards Association's *Model Code for the Protection of Personal Information* and Canada's *Personal Information Protection and Electronic Documents Act*.

1. Accountability

Word of Life Church has appointed a Privacy Officer who is responsible for the organization's compliance with this policy. Each Board, Committee, employee and volunteer is responsible for maintaining and protecting the personal information under its control and is accountable, for such information, to the Privacy Officer.

2. Identifying purposes

Word of Life Church collects and uses personal information about individuals solely for the following purposes:

- a. To enable communication between church members and the church office,
- b. To provide income tax receipts; and,
- c. To meet statutory and regulatory requirements.

The only circumstance under which personal information may be disclosed to third parties is for the fulfillment of any purposes identified above, or as required by law. Where personal information is disclosed to third parties for the fulfillment of any purposes identified above, the church will make all reasonable efforts to ensure that the third party has appropriate security procedures in place for the protection of the personal information being transferred.

Business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

3. Consent

Unless we hear otherwise, provision of personal information to the church 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, subject to legal and contractual restrictions and reasonable notice. The choice to provide us with personal information is always up to the individual. Decisions to withhold particular information may impact the ability to provide certain services.

An individual may refuse or withdraw consent by contacting the Privacy Officer. The Privacy Officer will explain the options 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.

6. Accuracy

Word of Life 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. In some cases, 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

Word of Life 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 behavior, 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.

8. Openness

Word of Life Church will provide information to individuals about our policies and procedures relating to the overall management of personal information that is under our control or with regard to specific personal information about which an individual may have a concern.

9. Access

An individual has the right to access their personal information under the control of the Church. Upon request in writing to the Privacy Officer 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. In certain exceptional situations, the Church may not be able to provide access to certain personal information that it holds about an individual. For example, the Church may not provide access to personal information if doing so would reveal personal information about a third party. If access cannot be provided, Word of Life Church will notify the individual, in writing, of the reasons for refusal.

10. Handling inquiries and complaints

Any questions or inquiries concerning compliance with our privacy policies and procedures may be addressed to the Privacy Officer by telephone at 403-556-4042, by email at olds@wordoflife.ca or by regular mail at 4410-47 Avenue Olds, Alberta T4H 1A2.

11. Revisions to this policy

The development of the Word of Life Church's policies and procedures for the protection of personal information is an ongoing process. Due to changes in technology and legal requirements, the Church may revise this policy from time to time. For a copy of the current version please contact the church office at 403-556-4042.

Privacy Officer: Pastor Ed Furst

Website Policy

We do not collect any personal information from you when you simply visit our website. However, you should be aware that most web servers do collect some information about visitors, such as the browser and version you are using, your operating system, and your "IP" or internet address, which may identify your Internet Service Provider or computer but not the person using it.

If you voluntarily submit personal information to us by email for purposes of obtaining information, we will consider that you have done so with your consent for purposes reasonably related to your providing the information. If reasonable to do so, after our initial response, we may send further information to you with information that may be useful, but we will include instructions on how to terminate receiving such further information. Please be advised that the Internet and email are inherently insecure media, and we cannot take responsibility for the security or privacy of personal information in transit over the Internet.

Please note that our website may contain links to other websites which are provided as a convenience for visitors to our website only. Any third party websites will have their own privacy policies and practices, and we cannot be responsible for such third parties or their websites.

Privacy Officer: Pastor Ed Furst