



Privacy Policy

July 1, 2011

Privacy of personal information is an important principle to Albion Hills Bible Church. We are committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the services we provide. We also try to be open and transparent as to how we handle personal information. This document describes our privacy policy.

WHAT IS PERSONAL INFORMATION?

Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g., gender, age, home address or phone number, ethnic background, family status), their religious affiliation, opinions expressed by an individual, or evaluations of an individual. Personal information is to be contrasted with business information (e.g., an individual's business address and telephone number), which is not protected by privacy legislation.

WHO WE ARE

Our church, Albion Hills Bible Church, will seek to provide fair, secure and appropriate methods for the handling of this personal information. We use a number of consultants and agencies that may, in the course of their duties, have limited access to personal information we hold. These include, but are not limited to, accountants, maintenance, cleaners, and lawyers. We restrict their access to any personal information we hold as much as reasonably possible. We also have their assurance that they follow appropriate privacy principles.

COLLECTION OF PERSONAL INFORMATION

Like all churches, this church uses and discloses personal information in order to serve our members and attendants. Only lawful means will be used to collect personal information. Personal information will be obtained directly from you. Prior to collecting personal information from any other source, you will be notified or your written authorization will be obtained.

USE AND DISCLOSURE

Personal information will not be used or disclosed for purposes other than those specified to you except:

- Where required by law;
- Where reasonably necessary, to determine ministry needs; or
- To protect the interest of Albion Hill Bible Church against criminal activities, fraud and material misrepresentation in connection with a contract.

PURPOSES OF COLLECTION

There are four areas in which Albion Hills Bible Church requires personal information.

1. Church Directory

This is a list of current members, adherents and church supported missionaries which includes the names of all members of a family who wish to be included, addresses, phone numbers and e-mail addresses where applicable. This list is collected for the internal operation of the church and for external parishioner contact as a reference for contacting individuals. Inclusion in this list is completely voluntary and those individuals who wish to be removed from the list may do so by written request to the members of the board.

2. Church Registers

These are books that contain personal information (names, birth dates, addresses) that relate to marriages, and deaths. The information contained in these registers may be accessed for verification of events and identities of persons involved. In order to access the church register, people must apply to Albion Hills Bible Church in most cases with a signed letter. The onus will be on the members of the board to verify the identity and right of those requesting copies of the information.

3. Financial Records

These are records of financial donations made for the support of Albion Hills Bible Church and its operations, including related outside charitable organizations. They include names, addresses and amounts given. The treasurer is the person who collects and records this information for the purpose of receipting donations and for the bookkeeping of the church and reports to Revenue Canada. The records are retained for the amount of time (7 years) as required by Revenue Canada.

4. Personal, Health, Emergency Information

The names, health and emergency contact information of individuals involved and participating in the various church ministries is collected to provide our ministry leaders with important emergency information which can be promptly communicated to emergency support individuals. Names, addresses, telephone numbers, and e-mail information is used by Albion Hills Bible Church to provide a means of communication with our volunteers and participants. Police check information should be submitted to the chairman of the board and will be maintained for a three-year period in a locked filing cabinet after which time it will be shredded.

RETENTION AND DESTRUCTION OF PERSONAL INFORMATION

We need to retain personal information for only as long as necessary to ensure that we can answer any questions you might have about the services provided, however, we do not want to keep your personal information too long, in order to protect your privacy. We destroy paper files containing personal information by shredding. We destroy electronic information by deleting it and when the hardware is discarded, we ensure that the hard drive is physically destroyed. Alternatively, we may send some or the entire personal file to you.

PROTECTING PERSONAL INFORMATION

We understand the importance of protecting personal information. For that reason, personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the person or as required by law. Personal information will be protected by security safeguards that are appropriate to the sensitivity of the personal information. This safeguarding could include physical measures such as locked filing cabinets and premises security, organizational measures such as restricted access to files with personal information or technological measures such as security software.

ACCESS TO YOUR INFORMATION

We will provide you access to your file. With only a few exceptions, you have the right to see what personal information we hold about you. Often all you have to do is ask. We can help you identify what records we might have about you. We will also try to help you understand any information you do not understand. We will need to confirm your identity before providing you with this access. You have the right to request the correction of inaccurate, incomplete or obsolete information held in your file. If the information held in our record is inaccurate or incomplete, we will make the necessary changes. We reserve the right to charge a nominal fee for such requests. Any request to access or correct information held in our records should be made in writing to our Board of Directors.

DO YOU HAVE A QUESTION?

If you wish to make a formal complaint about our privacy practices, you may make it in writing to our Board of Directors, who can be reached at:

Albion Hills Bible Church
17243 The Gore Road
P.O. Box 184
Caledon, ON L7E 3T2
(905) 880-5579

We will acknowledge receipt of your complaint, ensure that it is investigated promptly and that you are provided with a formal decision and reasons in writing.

For more general inquiries, the Information and Privacy Commissioner of Canada oversees the administration of the privacy legislation in Canada. The Commissioner also acts as a kind of ombudsman for privacy disputes. The Information and Privacy Commissioner can be reached at:

112 Kent Street / Ottawa, Ontario / K1A 1H3
Phone (613) 995-8210 / Toll Free 1-800-282-1376 / Fax (613) 947-6850
TTY (613) 992-9190
www.privcom.gc.ca