



CONNECTION CHURCH PRIVACY POLICY

Connection Life Centre, operating as Connection Church, and its volunteers, staff, and contracted workers will follow the provisions set forth by the Personal Information Protection Act (PIPA, 2004) of British Columbia. We are committed to protecting and honouring the privacy of our attendees, members, staff, volunteers, and anyone associated with our organization.

This privacy policy outlines our policy and procedures regarding the confidentiality and protection of personal information we receive from our attendees, members, employees, volunteers, and contracted workers.

NOTES

For the purpose of this document,

- “Members” includes anyone who makes use of Connection Church services, small groups, ministries, events and any activity officially undertaken by the church.
- “Employees” includes all staff, volunteers, employees, and contracted workers who may have access to or come into contact with personal information during the course of their normal work activities.

COLLECTION + USE

Connection Church collects and uses personal information (including but not limited to names, phone numbers, email addresses, physical addresses, birthdays) that has been provided with consent. A reasonable amount of personal information will be gathered only for acceptable purposes. The personal information is only to be used which it was collected unless an individual consents to a new use or the Act authorizes a new use without consent. An individual may withdraw consent at any time.

Connection Church may collect, use, or disclose personal information without consent if the information is required by law or is required for an emergency that threatens a member’s life, health, or personal security.



PURPOSE

Connection Church collects information:

- To communicate about church events, activities, and services and opportunities for further fellowship and growth.
- To verify identity
- For tax, reimbursement, and expense receipts
- For registration and enrollment in programs (including church camps, Growth Track, training, classes, Vacation Bible School etc.)
- For inclusion in an online database or church directory
- To maintain a record of donors

ACCOUNTABILITY AND SAFETY

Connection Church is responsible to protect the private information of members and employees. The overall responsibility of the protection of personal information, and compliance rests with our Privacy Officer, Kyla Shauer.

Connection Church is committed to using reasonable security measures when collecting, storing, transmitting, and disclosing sensitive private information in order to prevent unauthorized access, collection, use, disclosure or destruction including loss, theft, duplication, or modification.

Various safety measures are implemented and regularly updated to ensure the highest safety standards including locked storage, destruction of information no longer needed, computer passwords, anti-virus software, VPNs, frequent password updates, and other security measures as technology grows and changes.

ACCURACY

Connection Church will make reasonable efforts to ensure that any personal information collected is accurate, complete and current. In most cases, the church will rely on members and employees to keep information up to date, complete, and accurate.

Members and employees may request amendments to their information in order to ensure the accuracy and completeness of their personal information.



INFORMATION REQUESTS AND COMPLAINT PROCESS

With some limitations, individuals may access their own personal information, and may enquire about its use. They may also register a complaint, and request changes to their information. Request limitations include if the release of information could be harmful to another person, law enforcement, or the public at large, the information cannot be released for legal or security reasons, or if the information contains other people's private information.

All enquiries must be made to the Privacy Officer in writing and must contain enough detail to identify the relevant information. The Privacy Officer will respond to all requests within 30 days. If the Privacy Officer decides not to make requested changes, it will be noted in the personal information that the request was made and denied.

Individuals retain the right to contact the Commissioner to request a review of any matters of concern.

Privacy Officer

Kyla Shauer

office@connectionlife.ca

723A Vanalman Ave.

www.ourconnection.ca

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