

## Community of Christ Privacy Policy Statement

### Our Commitment

*The Community of Christ* is committed to protecting the privacy of the personal information of its employees, members, and friends. We value the trust of those we deal with, and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

During the course of our various projects and activities, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

### Defining personal information

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions: 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.

Where an individual uses his or her home contact information as business contact information as well, we consider that the contact information provided is business contact information, and is not therefore subject to protection as personal information.

### Privacy practices

Personal information gathered by the *Community of Christ* is kept in confidence. Our personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.

We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances. We routinely offer individuals we deal with the opportunity to opt not to have their information shared for purposes beyond those for which it was explicitly collected.

Information collected within the Ministry Information System (MIS) is protected with the use of password protocols and encryption software.

### Website and Electronic Commerce

We do not engage in Website or Electronic Commerce and our staff will not request personal information for this purpose under any circumstances.

### Updating of privacy policy

We regularly review our privacy practices for our various activities, and update our policy. Please check this website on an on-going basis for information on our most up-to-date practices.

### Contact Information

Questions, concerns or complaints relating to the privacy policy of the *Community of Christ* on the treatment of personal information should be e-mailed to Jim Poirier, the Bishop of Canada, at [jim@communityofchrist.ca](mailto:jim@communityofchrist.ca)

### Purpose Statements

#### General Purpose Statement

“*Community of Christ* respects your privacy. We protect your personal information and adhere to all legislation requirements with respect to protecting privacy. We do not rent, sell or trade our mailing lists. The information you provide will be used to deliver services and to keep you informed and up to date on the activities of the *Community of Christ*, including programs, services, special events, funding needs, opportunities to volunteer or to give, and more through periodic contacts. If at any time you wish to be removed from any of these contacts simply contact us by phone at (888) 411-7537 or via e-mail at [cdnhq@communityofchrist.ca](mailto:cdnhq@communityofchrist.ca) and we will gladly accommodate your request.”

#### Sample Raffle, Door Prize Ballot, Sponsor Sheet etc:

“We appreciate your support of the \_\_\_\_\_ in support of \_\_\_\_\_. We treat your personal information with respect. We do not rent, sell or trade our mailing lists. The information you provide will be used to provide tax receipts, to contact prize winners where applicable and keep you informed of other events and fundraising opportunities in support of \_\_\_\_\_. If at any time you wish to be removed from our list, simply contact us by phone at (888) 411-7537 or via e-mail at [cdnhq@communityofchrist.ca](mailto:cdnhq@communityofchrist.ca)”

#### Sample Opt-Out Language

“We do not sell, trade or otherwise share our mailing lists. We hope that you find the attached information helpful. However, if at any time you wish to be removed from this or another mailing, simply contact us by phone at (888) 411-7537 or via e-mail at [cdnhq@communityofchrist.ca](mailto:cdnhq@communityofchrist.ca). Please allow 30 business days to allow us to update our records accordingly.”

Sample Camper Registration Forms

“The *(Name of Camp or Event)* respects your privacy. We protect your personal information and adhere to all legislation requirements with respect to protecting privacy. We do not rent, sell or trade our mailing lists. The information you provide will be used to deliver services and to keep you informed and up to date on the activities of the *(Name of Camp or Event)*, including programs, services, special events, funding needs, opportunities to volunteer or to give, and more through periodic contacts. If at any time you wish to be removed from any of these contacts simply contact us by phone at *–(telephone number)* or via e-mail at *(e-mail address)* and we will gladly accommodate your request.”

I have read the Privacy Policy of *(Name of camp or event)* and understand that the information that I provide will not be shared with any outside party.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Witness

Sample Statement in the Congregational Directory

“The information provided in this directory is published with the permission of those listed and is for the sole use of members of this congregation. No other use of this information may be made without the expressed written permission of the congregation. If at any time you wish to be removed from any of these contacts or if you have questions/concerns simply contact us by phone at *–(telephone number)* or via e-mail at *(e-mail address)* and we will gladly accommodate your request.”