

REFORMED BY GRACE BAPTIST CHURCH POLICY TO PROTECT PERSONAL INFORMATION

1. Purpose:

This policy is to safeguard personal information entrusted to Reformed by Grace Baptist Church and to comply with the requirements of the *Personal Information Protection and Electronic Documents Act* and any other applicable legislation.

2. Privacy Principles:

Reformed by Grace Baptist Church is committed to maintaining the accuracy, confidentiality and security of all personal information in its possession. The Church, Council, Elders, Deacons, Officers, Members and Adherents are required to comply with this policy.

3. Identifying purposes

The purpose for which Personal information is collected is identified at or before the time the information is collected.

4. Information Collected

a. Personal Information

The Personal Information we may collect from you and store indefinitely may include, but not limited to:

- Full name
- Phone number(s)
- Fax number(s)
- Email address(s)
- Criminal background checks(ministry positions)
- Mailing address
- Birthdate
- Registration information for events
- Membership information

b. Website Use

We collect and use non-identifying and aggregate information of you and other visitors to the Site to better design our Site; this non-identifying information includes, but is not limited to:

- The number of visits this Site receives
- Frequency of visits on a particular webpage
- The geographical locations of visitors
- The sequence or path of webpages visited taken by visitors while interacting with the Site
- Hardware and software specifications of computers used by visitors of the Site
- Length of time spent on the Site

This information is anonymous and cannot be used to identify any specific visitor to the Site. We collect this information for usage analysis of the Site as constant effort to improve the Site and provide features and content that will better serve our visitors

Please be aware that interacting with other outside websites linked from the Site or to the Site may result in collection and use of your Personal Information. Reformed by Grace Baptist Church is not responsible for how such third parties collect, use or disclose your Personal Information, and recommends that you review the privacy policy of such websites before providing them with your Personal Information.

c. Photos and Videos

Reformed by Grace Baptist Church uses photographs or video of some of its members to support and enhance its ministry. These might be rehearsed or posed photographs or videos, or they might be candid photographs and videos. Their purpose might be for use in worship services or other programs of the Church, for advertising the ministries or programs of the Church, or to post on the Church's website. Group or individual photographs and videos might be used. As much as possible, Reformed by Grace Baptist Church wants to obtain specific permission from each person before using a photograph or video in which that person appears. You can assist the ministries of Reformed by Grace Baptist Church by allowing us to use the photographs and videos of you. If you are a parent of a person under 18 years of age, you can also allow us to use photographs and videos of your children. If you will give this permission, you may do so either for a specific event, or for any photographs or videos taken in a calendar year.

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5. Safeguards

Reformed by Grace Baptist 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 behaviour, and must follow applicable laws and regulations. In the course of daily operations, access to personal information is restricted to the Council, Elders, Deacons, Officers and Members whose job responsibilities require them to access it. 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.

6. Consent

Unless we hear otherwise, provision of personal information on official church or our website forms, 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 the individual's. Decisions to withhold particular information may impact one's ability to meet specific requirements for the provision of certain services or role. An individual may refuse or withdraw consent by contacting Brian Mytz at 780-763-3865 or email at info@reformedbygracebaptist.org. He will explain the options and any consequences of refusing or withdrawing consent, and will record the individual's choice.

7. Limiting collection

The personal information the Church collects shall be limited only to that which is necessary for the purposes identified.

8. 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.

9. Accuracy

Reformed by Grace Baptist 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.

10. Openness

Reformed by Grace Baptist 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. By contacting Brian Mytz at 780-763-3865 or email info@reformedbygracebaptist.org you can access this information.

11. Access

An individual has the right to access their personal information under the control of the Church. Upon request in writing to the church 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

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provided, Reformed by Grace Baptist Church will notify the individual, in writing, of the reasons for refusal.

12. Handling enquiries and complaints

Any questions or enquiries concerning compliance with our privacy policies and procedures may be addressed to Brian Mytz by telephone at 780-763-3865, by email at info@reformedbygracebaptist.org or by regular mail at:

Reformed by Grace Baptist Church
Post Office Box 3707
Vermilion, Alberta
T9X 2B7

13. Revisions to this policy

The development of the Reformed by Grace Baptist 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 visit our website. www.reformedbygracebaptist.org

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CONSENT

With respect to the provisions of the Personal Information Protection and Electronic Documents Act, I give my permission for the Church to collect, use and disclose the personal information as indicated within Reformed by Grace Baptist Privacy Policy.

Further I give my permission for the Church to maintain personal information concerning me already on file. I understand that I can (a) obtain information concerning the privacy policy of the Church, (b) review and amend my personal information records maintained by the Church, and (c) request that my personal information records be removed from the database of the Church by email to info@reformedbygracebaptist.org or by regular mail at:

Reformed by Grace Baptist Church
Post Office Box 3707
Vermilion, Alberta
T9X 2B7

I HAVE READ, UNDERSTAND AND AGREE WITH THE TERMS CONTAINED HEREIN.
DATED at _____, this _____ day of _____, 2014.

Signature _____

Print Name _____

If participant is under 18 years of age:

Print Name(s) of Child/Children _____

Print Name of Parent/Guardian _____

Signature of Parent/Guardian _____

In addition, I hereby give Reformed by Grace Baptist Church the right and permission to publish, without charge, photographs taken of myself during church related activities and events. These photographs may be used in whole or in part, and may be used in publications and in audio-visual presentations, promotional literature and materials, advertising, website or in other similar ways. In addition, I grant Reformed by Grace Baptist Church the right to use and incorporate, in whole or in part, video footage taken as a result of my participation in Reformed by Grace Baptist Church activities. By checking the box marked "Accept", I give Reformed by Grace Baptist Church permission to take photos and/or video of myself for the purposes stated above. In addition, I waive any right to financial reimbursement for the reproduction of such photos or video, now or in the future. You may modify or withdraw your permission at any time by notifying the Church by email to info@reformedbygracebaptist.org, or by filling in your information above, and checking the "Decline" box below.

REQUIRED: Accept Decline