

## **Privacy Policy Statement**

### **New Apostolic Church Canada, New Apostolic Church Foreign Extension Inc**

The New Apostolic Church is committed to protecting the privacy of the personal information of its members, volunteers, donors, participants, employees, ministers directors and officers from whom the Church collects personal information.

While it is necessary for the Church to collect personal information in order to carry out its normal functions, its policy and practice is to use appropriate safeguards to ensure that this information is collected, used, protected and disposed of according to the principles of Canada's Protection of Personal Information and Electronic Documents Act (PIPEDA), and applicable Provincial privacy legislation.

In the cause of meeting our mandate and providing quality support, we gather and use personal information by consent and recognize that this imposes a responsibility to carefully tend that information, and be transparent and accountable in how we deal with that information.

This Privacy Policy covers the New Apostolic Church's treatment of personally identifiable information that you share with us. This policy does not apply to the practices of companies that we do not own or control, or to people that we do not employ or manage.

Sincerely,

Mark Woll, President

## **Privacy Policy**

### **New Apostolic Church Canada, New Apostolic Church Foreign Extension Inc**

#### **Who We Are:**

New Apostolic Church Canada, New Apostolic Church Foreign Extension Inc., provides spiritual support and development, pastoral care, places of worship, evangelism, social outreach, young people's activities, provision of assistance to the sick and needy, and religious fellowship for the promotion of our religious teachings in Christ. All are welcome.

#### **What is Personal Information?**

Personal information is any information that can be used to distinguish, identify or contact a specific individual, with the exception of information that is publicly available, such as names, addresses, telephone numbers and other electronic communications that are published in telephone or other directories. Business contact information, including where home contact information is used as business contact information, is also not subject to protection as personal information.

#### **What Personal Information We Collect and How We Use It**

Personal information gathered by The New Apostolic Church is kept in confidence and safeguards are in place to ensure that the information is not available or disclosed or shared more widely than is necessary to achieve the purpose for which consent to receive the information was obtained. Such safeguards include working to ensure the integrity of the information is maintained and that it is stored in accordance with retention guidelines and then securely destroyed. Any personal information collected is done in compliance with applicable privacy legislation, and is considered necessary for providing services offered throughout our organization (e.g. web site, administration, member services, events, etc.). Consent for the use of personal information may be in writing, verbal, or implied by participation in events and activities.

#### **Consent to Collection, Use, and Disclosure of Information**

The New Apostolic Church requires an individual's informed knowledge and express or implied consent for the collection, use or disclosure of the individual's personal information.

Efforts will be made to ensure an individual understands why and how the information is to be used. Expressed consent will be obtained verbally or in writing. Completion of a registration form assumes consent to collect the information. Consent may be obtained in person, by phone, by mail or email.

Verbal consent will be recorded by the person collecting the information. Written or email consent will be kept on file as long as the information is reasonably necessary.

Consent may be implied by virtue of an individual's membership in the Church or through their participation within the Church or a Church event.

An individual may withdraw his or her consent for the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions and reasonable notice to the Church. An individual will be informed of reasonably foreseeable implications of the withdrawal, and how it may impact the receipt of information about the Church's events, programs and services.

### **Purposes for Collection, Use, and Disclosure**

The New Apostolic Church collects, uses and discloses personal information for the benefit of members, volunteers, donors, contacts, employees, ministers directors and officers through three main sources as follows:

- Administration
- Print Materials, Photography & Video
- Website & Electronic use

The Church will make all reasonable efforts to ensure the information in its care and control is accurate.

#### Administration:

- To maintain a database which we use to contact our members, volunteers, donors, contacts, employees, ministers directors and officers;
- To maintain membership lists;
- To communicate with the Ministerial body, Committee members and other volunteers & staff;
- To issue tax receipts;
- To establish and maintain lists of donors;
- To manage payroll and benefits; payment to contractors and employees and comply with provincial and federal income tax and employment legislation;
- To prepare information for members and contacts via print materials and/or website;
- To maintain subscription lists to church publications;
- To register participants for church events;
- To track church attendance to identify the potential need for pastoral care; and
- To compile statistical and historical information about the Church.

### Print Materials, Photography & Video:

The Church respects privacy associated with photographic and videographic images of identifiable individuals and takes into consideration whether an identifiable individual may experience negative consequences of having their photo/video used. The value and importance of using a photograph/video should always be weighed against regard for the individual's reputation, privacy, and integrity.

Participation in events and/or services may result in personal images being captured by photographs or video and the subsequent publication of those images in print, video, or on the Church's website. Consent for the publication of a photo/video of an identifiable individual will be obtained prior to the release of any form of media as follows:

Consent is required for the collection, use or disclosure, including publication, of a photograph or video capturing images of the following:

- An identifiable individual
- Identifiable individuals in a group
- A minor child (consent of parent or guardian will be obtained)

Consent is not required for the collection, use or disclosure, including publication, of a photograph or video capturing images of the following:

- Identifiable individuals in a group taken at a public event, performance or service
- An individual who is not identifiable (turned away, screened, identity blurred)

Consent for the collection, use and disclosure of photographs and video in print and electronic publications may be express or implied by the individual's participation through the participation of events and services.

### WebSite

When someone visits our web site, our web server automatically collects a limited amount of standard information essential to the operation, security and evaluation of the New Apostolic Church web site. This information helps us to make our site more useful to visitors and includes:

- The Internet domain and Internet Protocol (IP) address from computers that access our web site,
- The type of browser and operating system used to access our site,
- The date and time our site is accessed,
- The pages visited,
- The address of any external web sites linked to, and
- Any content downloaded from our site.

While some of this information (e.g. browser type and operating system) does not identify who people are, other information, such as Internet domain names or the

IP addresses of internet service providers, may provide identification. The extent of personal identification depends on the 'naming standards' followed by the internet service provider. You may wish to check with your provider to inquire about their policies and practices in this regard. The New Apostolic Church does not use this information to identify individuals who visit our website unless required to do so as part of an internal investigation or other law enforcement purpose.

Any personal information collected via our website is done in compliance with privacy legislation, and is considered necessary for providing services offered throughout our organization (e.g. web site, administration, member services, events, etc.). We do not disclose your information through sale, trade or rent to others.

By using the website you consent to the collection and use of this information.

#### Links to Other Web Sites

The New Apostolic Church website links to some external web sites. These sites may be operated by government agencies, non-profit organizations and private businesses. The New Apostolic Church is not responsible for the content and privacy practices of other web sites. We encourage users to review the privacy policy for each external site before submitting any personal information.

#### Cookies

"Cookies" are small pieces of data that web pages place in computers to assist in returning to that page. The New Apostolic Church uses cookies to track activities on our web site. Individuals may change the settings on their web browser to deny cookies or to warn when cookies will be used.

### **Limiting Collection of Personal Information**

The New Apostolic Church will collect its information by fair, open and lawful means and will limit the collection to the amount and type of information necessary for the identified purpose. Information collected may include the individuals name, title, gender, address, telephone number, email address, baptism and confirmation status, date of birth, and any additional personal information required for the purpose of managing volunteers and staff who accept positions of responsibility in Church activities.

### **Privacy Officer**

The New Apostolic Church has a staff member appointed as **Privacy Officer** who provides leadership for the privacy program and reports to the Board of Directors on a yearly basis with an audit of the New Apostolic Church's policy compliance.

Any questions an individual has about this privacy policy or any complaints about the collection, use and disclosure of personal information may be directed to:

Privacy Officer: Christy Eckhardt  
Contact Information: 319 Bridgeport Rd. E Waterloo ON N2J 2K9  
(519) 884-2862

## **Security of Your Information**

The New Apostolic Church is obligated to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure and safe disposal of such information. Security measures, such as the implementation and day-to-day operating practices as part our commitment to protect the information we hold.

Personal information is stored in an electronic database that is password protected, and access is limited to only those personnel who need to use it within the course of their duties for the purposes identified. Any printed or written documents containing personal information are protected against loss, theft or unauthorized access by storing them in secured cabinets when not in use. Access to these cabinets is restricted to authorized personnel. Any such information is securely destroyed before discarding.

## **Access to information we have about you**

Any person is entitled to view their own personal information. Written requests to view or correct personal information will be honoured in a reasonable time. Individuals requesting access to or correction of their personal information may be requested for photo identification before access to such information is given.

An individual who is a member, volunteer, donor, participant, minister, director or officer may request access to or correction of his or her personal information through their local New Apostolic Church office or by contacting the Privacy Officer.

Employees may request access to or correction of his or her personal information through Human Resources.

## **How Long Information Is Retained**

The length of information retention varies in relation to the nature of the service provided. We keep information for the length of time necessary to fulfill the purpose(s) for which it was collected to a maximum of five years at which time the personal information is updated or, if no longer required, personal information is securely destroyed.

## **Changes to Our Privacy Policy**

The New Apostolic Church may, from time to time, review and revise its privacy practices and our website privacy policy.

## FAQ Sheet

**Who We Are:** Our organization, New Apostolic Church Canada, New Apostolic Church Foreign Extension Inc., provides spiritual support and development, pastoral care, places of worship, evangelism, social outreach, young people's activities, the provision of assistance to the sick and needy, and religious fellowship for the promotion of our religious teachings in Christ. All are welcome.

**What is Personal Information?** Personal information is any information that can be used to distinguish, identify or contact a specific individual, with the exception of information that is publicly available, such as names, addresses, telephone numbers and other electronic communications that are published in telephone or other directories. Business contact information, including where home contact information is used as business contact information, is also not subject to protection as personal information.

**What Personal Information We Collect and How We Use It?** The New Apostolic Church collects names, address and other personal information of members, volunteers, donors, contacts, employees, ministers, directors and officers to facilitate services, events, and donations. Photographs and video may also be collected during services, performances and events. Any personal information collected is done in compliance with Privacy Legislation, and is considered necessary for providing services offered throughout our organization.

**What is a Cookie?** "Cookies" are small pieces of data that web pages place in computers to assist in returning to that page. The New Apostolic Church uses cookies to track activities on our web site. It is possible to change the settings on a web browser to deny cookies or to warn when cookies will be deposited.

**How do I give Consent?** Consent for the collection, use and disclosure of personal information, including images captured on photographs and video, may be express (in writing or verbal), or implied (such as by filling out a donor form, job application, or by participation in events and activities).

**How do I have my Information updated/removed?** Personal information of members, volunteers, donors, participants, employees, ministers, directors and officers is accessed and corrected through their local New Apostolic Church office or by contacting the Privacy Officer. Personal information of staff is accessed and corrected through Human Resources.

**Who is the Privacy Officer?** The New Apostolic Church has a staff member appointed as Privacy Officer who provides leadership to the privacy program and reports to the Board of Directors on a yearly basis with an audit of the New Apostolic Church's policy compliance.

The Privacy Officer is: Christy Eckhardt  
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