

We appreciate your concern about your personal information.

We believe ensuring the security and accuracy of your personal information is an important part of our job, an expression of our faith.

We commit to protect any personal information you give to us.

Where do I get more information?

A copy of the Diocese's detailed policy on the protection of personal information is available at the Diocesan website at www.ottawa.anglican.ca

Who do I contact if I have questions?

The Bishop has designated a Privacy Officer for the Diocese of Ottawa. The Privacy Officer has the responsibility to co-ordinate compliance with the Diocese's Privacy Standards Policy. The Officer also responds to enquiries regarding the Privacy Policy.

For more details you may contact our Privacy Officer by email at privacy-officer@ottawa.anglican.ca or call (613) 232-7124 Ext. 255



Privacy Standards Policy

*Anglican Diocese of Ottawa
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Our Privacy Standards Policy protects personal information

Jesus teaches us of the dignity and worth of every human being. In following our faith, we promise to follow what Jesus has taught us as part of our baptismal covenant:

Will you strive for justice and peace among all people, and respect the dignity of every human being?

I will, with God's help.

In accord with that covenant, the Diocese of Ottawa of the Anglican Church of Canada respects your personal privacy.

It is our intention to comply fully with the *Personal Information Protection and Electronic Documents Act* passed by the Government of Canada for your benefit and ours.

We have approved a Privacy Standards Policy to ensure the proper collection, retention and distribution of personal information in accordance with the *Personal Information Protection and Electronic Documents Act* and its ten principles.

What are the ten principles?

The Diocese will follow the ten principles for handling personal information as set out in Schedule 1 to the *Personal Information Protection and Electronic Documents Act*. These principles are: accountability; identifying purposes; consent; limiting collection; limiting use, disclosure and retention; accuracy; safeguards; openness; individual access; and provision of recourse.

To whom does the policy apply?

The policy applies to all individuals, lay or ordained, paid or unpaid, who are the staff, donors, subscribers, volunteers or clients of the Diocese of Ottawa.

What is personal information?

Any factual or subjective information, recorded or not, about an identifiable individual. Personal information includes information in any form, such as: name, home address and home phone number; age, marital status, family members' names, photographs or electronic images of a person, employee files, identification numbers, ethnic origin, evaluations, disciplinary actions, the existence of a dispute, opinions, comments, social status, income, credit records, donation information, loan records or medical records.

Personal information does not include the name, title or business address or business telephone number of an employee of an organization.

What personal information does the Diocese hold?

The Diocese has a centralized record management process for the collection, management, retention and disposition of personal information.

Information about clergy, employees and many volunteers is retained in Diocesan files. Each clerical and staff member of the Diocese, whether full-time, part-time or contract, has a confidential and secure personnel file. Congregational information is contained in parish files and is stored in locked file cabinets. The Administration and Finance staff manages donor record information.

Parishes retain information on staff, on their congregational membership, on pastoral care matters and on the financial and organizational aspects of parish operations.

All personal information is the property of the Diocese of Ottawa and all individuals have controlled access to their personal information. All personal information obtained by other organizations or agencies on behalf of the Diocese must comply with standards comparable to the Diocese Privacy Standards Policy.