

Congregational Covenant Protection of Personal Information

Protecting the privacy of all personal records held by Eastminster United Church (EUC) is of prime importance to us and we are committed to protecting the confidentiality of any personal information (PI) that we hold regarding you.

The following principles reflect our pledge to safeguard your PI.

Accountability:

We are responsible for all PI in our possession. We keep that information strictly confidential and use it only for the purpose for which it was gathered.

Purpose:

We collect, use or disclose your PI only to

- Process your donations
- Deliver our services
- Notify you of church activities
- Provide personal information we are required to disclose.

Any such information will only be obtained lawfully and fairly.

Consent:

We collect, use or disclose your PI only with your permission. This may be expressed in writing or be implied and you may provide it verbally or electronically. It may be withdrawn at any time, subject to contractual or legal restrictions and reasonable notice.

Limiting Collection:

PI collected is limited to that which is necessary to fulfill the purposes identified.

Limiting Use, Disclosure and Retention:

We will keep your PI only as long as it is necessary to satisfy the purposes for which it was gathered, or as stipulated by law. Your PI will not be traded, sold or shared.

Accuracy:

We attempt to ensure any PI we hold about you is accurate and up to date. You may request to see this information at any time and have the right to have it changed or deleted if you so desire.

Safeguards:

We will protect your PI by safeguards that are appropriate to the sensitivity of the information. Access to your PI is restricted to EUC employees and authorized volunteers who have been advised of their obligations concerning the use of PI and have been required to sign confidentiality agreements.

Openness:

Our privacy policy and procedures with respect to the handling of PI are available for your review should you wish to see them. Requests must be in writing and be submitted to the church's Privacy Official.

Individual Access:

You may ask whether we hold any PI about you, how we obtained it and how we are using it and to see that information. You may also check to make sure it is accurate as provided by law.

Recourse:

You may register a privacy related complaint by contacting the Privacy Official. We will assist you in filing a complaint and will investigate all objections. If a complaint is justified we will correct it immediately and inform you of the action we have taken.

For more information regarding EUC's privacy policy, please contact the Privacy Official at 969-5212 or by email at admin@eastminster.on.ca

A copy of this covenant is also shown at our website www.eastminster.on.ca