

ACCESS TO EUC PERSONAL INFORMATION

Personal Information	Level of Privacy	Allowed Access As Required
Employee Personnel Files - disciplinary action - evaluations - salary/income - S.I.N. - birth date/age - marital status	Highly Restricted	<ul style="list-style-type: none"> ○ Administrator ○ Ministry & Personnel
Personal Information of Church Directors/Trustees for charitable return	Highly Restricted	<ul style="list-style-type: none"> ○ Administrator ○ Auditor
Personal Information which may be Disclosed with the donation e.g. bank account numbers	Highly Restricted	<ul style="list-style-type: none"> ○ Administrator ○ Administrative Assistant ○ Standing Committee on Finance and their authorized agents for handling contributions
Congregation Reports - Envelope Number / Name	Highly Restricted	<ul style="list-style-type: none"> ○ Administrator ○ Administrative Assistant ○ Standing Committee on Finance and their authorized agents for handling contributions
Income Tax Receipts	Highly Restricted	<ul style="list-style-type: none"> ○ Administrator ○ Administrative Assistant ○ Standing Committee on Finance and their authorized agents for handling contributions
Promissory Notes	Highly Restricted	<ul style="list-style-type: none"> ○ Administrator

Information about benevolent recipients - social status	Confidential	<ul style="list-style-type: none"> ○ Administrator ○ Administrative Assistant ○ Order of Ministry Staff
Congregation Report - Family Lists	Confidential	<ul style="list-style-type: none"> ○ All staff ○ Church volunteers as per their volunteer responsibilities
E-mail Addresses	Confidential	<ul style="list-style-type: none"> ○ All staff
Health Status Information included on - prayer lists - Pastoral Care Reports	Confidential	<ul style="list-style-type: none"> ○ Order of Ministry Staff ○ Pastoral Care Team ○ Elders
Children's Information including medical needs	Confidential	<ul style="list-style-type: none"> ○ Order of Ministry Staff ○ Church Staff & Volunteers
Collection Reports, Memorial Donation Reports	Confidential	<ul style="list-style-type: none"> ○ Administrator ○ Administrative Assistant
Congregation Reports - Master	Confidential	<ul style="list-style-type: none"> ○ Administrator ○ Administrative Assistant ○ Order of Ministry Staff
Congregation Reports - Elder	Confidential	<ul style="list-style-type: none"> ○ Administrator ○ Administrative Assistant ○ Respective Elders ○ Order of Ministry Staff
Congregation Reports - Minister	Confidential	<ul style="list-style-type: none"> ○ Administrator ○ Administrative Assistant ○ Order of Ministry Staff