

SECTION 4 - GENERAL POLICIES

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 30 October 2009

4.1 PRIVACY POLICY

4.1.1 Introduction

The BC Personal Information Protection Act (PIPA) regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information. "Personal Information" means all information about an identifiable individual. TOTP recognizes the importance of privacy, and the sensitivity of personal information received by us for church purposes.

This document is to be considered a working draft to be reviewed periodically.

4.1.2 Our Need for Personal Information

Information is given to TOTP for Church purposes and will only be used for Church purposes.

4.1.3 Collection, Use, Disclosure and Disposal of Personal Information

TOTP's database is available electronically in office to TOTP office staff solely for purposes of carrying out their work tasks.

The directory is provided in printed form to office staff, Incumbents and priests-in-charge to facilitate communication and administrative functions within TOTP. TOTP and parish personnel are required to use the information with care. Out-of-date lists are to be destroyed.

All information in TOTP's Directory, with the exception of the Personal Address List, is to be considered public domain. The Personal Address List is to be handled in a confidential manner.

At this time, e-mail addresses are to be considered confidential information.

Commercial use of TOTP's Church List is not allowed.

All paper waste containing confidential information is to be shredded where possible using cross-cut shredders. CD's are to be disposed of so that their information is not retrievable.

4.1.4 Security of Personal Information

TOTP recognizes its obligation to protect the confidential information of its members. We have arrangements in place to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

To safeguard from unauthorized access, information is kept in locked cabinets or locked offices. Electronic data are password protected.

4.1.5 Requests for Access to Personal Information

The BC Personal Information Protection Act permits individuals to submit written requests to provide them with the following:

- Their personal information under our custody or control; and
- Information about how their personal information under our control has been used and is being used by us; and
- The names of any individuals and organizations to which their personal information under our control has been disclosed by us.

If there is a request for information which is considered beyond the intent for which the information was originally given, consent must be received from the information source before the information may be released.

We will respond to requests within the time allowed by the Personal Information Protection Act, and will make every effort to respond as accurately and completely as reasonably possible.

4.1.6 Requests for Correction Of Personal Information

The Personal Information Protection Act allows individuals to submit written requests to correct errors or omissions in their personal information that is in our custody or control. We will review and respond to such requests in a timely manner. It is the responsibility of the individual to provide current information to those responsible for maintaining and updating lists or files.

4.1.7 Contacting Us

If you have any questions with respect to our policies concerning our handling of your personal information, or if you wish to request access to, or correction of, your personal information under our care and control, please contact the TOTP office.

If you are not satisfied with the way we handle your requests, you are entitled to contact the TOTP Privacy Officer or in his/her absence, contact the Bishop Suffragan.

For further appeal you may contact the Privacy Commissioner at:

The Office of the Information and Privacy Commissioner

PO Box 9038, Stn. Prov. Govt.,

Victoria BC V8W 9A4

Telephone: (250) 387-5629

Fax: (250) 387-1696