

PRIVACY POLICY AND PROCEDURES

I. POLICY

The Diocese, including its parishes, employees, volunteers and other representatives, will adhere to the provisions of the Personal Information Protection Act (PIPA) relating to the collection, accuracy, protection, use, retention, archival transfer and disclosure of personal information.

As defined in the Act, personal information consists of all data about an identifiable individual, including employees but excluding their work contact information and work product information. Among other individuals, the Diocese holds personal information of employees, volunteers, other representatives, parishioners and donors. If in doubt about whether a particular piece of information is covered by PIPA, please check with the Chancellor.

i. Consent and Collection

In accordance with Part 3 of PIPA, the Diocese will collect, use and disclose the personal information of an individual for reasonable, specified purposes if the person has provided consent, has been provided notice and given a reasonable opportunity to decline, or as otherwise authorized under the Act.

ii. Use and Disclosure

Personal information will be used in accordance with Part 5 of PIPA. It may be used only for the purposes for which it was collected unless an individual consents to a new use or the Act authorizes a new use without consent.

Personal information may be released for archival or historical purposes if its disclosure is not too sensitive, a research agreement meeting prescribed requirements is in place, the information is about someone who has been dead for twenty or more years, or the information is in a record which has been in existence for one hundred or more years.

iii. Request and complaint process

In accordance with sections 5, 23 and 24 of PIPA, individuals may access their own personal information subject to limited exceptions and may enquire about its use by the Diocese. They may also register a complaint, and request that an error or omission be corrected. All enquiries must be made to the Bishop in writing. A request or complaint must provide sufficient detail to identify all relevant personal information.

Fees may be assigned to recover the administrative cost of responding to a request.

As PIPA requires the designation of one or more Privacy Officers, the Bishop has appointed the Executive Officer to provide privacy advice and assistance.

Also as required under the Act, the following contact information is provided:

Address: 900 Vancouver Street, Victoria, British Columbia, V8V 3V7, Canada

Office hours: 9:00 a.m. to 3:00 p.m.

Telephone: (250) 386-7781

E-mail: synod@bc.anglican.ca

Attachment A SAMPLE PHOTO RELEASE FORM

PHOTOGRAPH / IMAGES RELEASE FORM

I, _____ hereby give the Diocese of British Columbia consent
(print name)
to use photographs/images taken of me on _____, 20____.

I agree that the Diocese of British Columbia is the owner of the photograph(s) / video images
/ other image(s)
(circle one or more)

and may use them on a public website / in promotional material / in other publications / in public
exhibits (circle one or more) without further notification and without payment to me of any fees or
royalties.

Signature

Date