

Privacy Policy of Bakerview M.B. Church

The *Personal Information Protection Act* (the *Act*) regulates the way private sector and not-for-profit organizations within British Columbia collect, use, keep, secure and disclose personal information. "Personal Information" includes all information about an identifiable individual. Bakerview recognizes the importance of privacy and the sensitivity of personal information received.

Our obligation is to maintain the confidentiality of all personal information collected, used, or disclosed

Collection, Use and Disclosure of Personal Information

Bakerview Church will endeavor to collect personal information directly from the person to whom the information pertains. In an emergency, we may need to collect this from other sources.

The *Act* deems that an individual has consented to Bakerview's collection, use or disclosure of personal information about an individual if, at the time the consent is deemed to be given, the purpose would be considered obvious to a reasonable person. In such circumstances, Bakerview will collect, use or disclose personal information without obtaining a written or verbal consent to do so.

The *Act* also permits Bakerview to collect, use or disclose personal information about an individual in some circumstances without the individual's consent. These include (but are not limited to) circumstances in which:

- The collection, use or disclosure is clearly in the interests of the individual and consent cannot be obtained in a timely way; e.g. youth injured at a youth program event and hospital needs personal information;
- the personal information is available to the public from a prescribed source; e.g. telephone book
- the collection, use or disclosure of personal information is required or authorized by law.

When personal information is collected, used or disclosed, all reasonable efforts will be made to ensure the information is accurate and complete.

Security of Personal Information

Bakerview recognizes our professional and legal obligation to protect the confidential information of our congregants. We recognize as well our legal

obligations to protect the personal information gathered about our congregants and about other individuals.

Arrangements have been made to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

Requests for Access to Personal Information

The *Act* permits individuals to submit written requests to Bakerview to provide them with:

- their personal information under our custody or control;
- information about how their personal information under our control has been and is being used by us;
- the names of the individuals and organizations to whom their personal information under our control has been disclosed by us.

We will respond to requests in the time allowed (30 days) by the *Act* and will make a reasonable effort to assist applicants and to respond as accurately and completely as reasonably possible.

An individual's ability to access their personal information under our control is not absolute. The *Act* provides that we must not disclose personal information when:

- the disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual other than the individual who made the request;
- the disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
- the disclosure would reveal personal information about another individual;
- the disclosure would reveal the identity of an individual who has provided personal information about another individual and the individual providing the personal information does not consent to disclosure of their identity.

Requests for Correction of Personal Information

The law permits individuals to submit written requests to correct errors or omissions in their personal information that is in our custody or control. Bakerview will:

- correct the personal information and, if reasonable to do so, send correction notifications to any other organizations to whom we disclosed the incorrect information; e.g. MB Herald subscription or
- decide not to correct the personal information, but annotate the personal information that a correction was requested but not made.

Contacting or Communicating with Us

If you have any questions with respect to our policies concerning the 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 our Privacy Officer at:

Bakerview M.B. Church
2285 Clearbrook Road
Abbotsford, B.C. V2T2X4
Telephone: 604-859-4611

If you are dissatisfied with our handling of your personal information, we invite you to contact our Privacy Officer in writing, setting out the reasons for your concern. If, after our Privacy Officer has reviewed and responded to your concern, you remain dissatisfied, you may wish to contact the Office of the Information and Privacy Commissioner at:

P.O. Box 9038, Stn Prov Govt
Victoria, B.C. V8W 9A4
Telephone: 205-387-5629

If you would like more information
regarding this Privacy Act, visit
www.privcom.gc.ca.