

## **COCHRANE ALLIANCE CHURCH PRIVACY POLICY**

### **Our Privacy Commitment**

Cochrane Alliance Church is committed to protecting the privacy of its members. The personal information you share with Cochrane Alliance Church will be used to support the administration and management of ministries, delivery of services and maintaining programs offered by Cochrane Alliance Church. We protect the personal information and adhere to all legislative requirements with respect to protecting privacy.

### **Why Does Cochrane Alliance Church Gather Personal Information?**

Personal information is any information that identifies you as an individual. Cochrane Alliance Church collects personal information for a variety of purposes, such as:

- Church Membership registration and listings;
- Church Directories
- Volunteer and leadership development;
- Program and service registration, administration and delivery;
- Counseling and prayer support; and
- Church administration (tithing, offerings, payments owing, etc.)

### **How Does Cochrane Alliance Church ensure privacy protections?**

We collect, use and disclose personal information only for the purposes that a reasonable person would consider appropriate for the administration and management of a church organization.

Access to your personal information is on a “need to know” basis. We inform our church personnel and volunteers of the importance of protecting your personal information. We will also advise all church volunteers that personal information obtained during their service cannot be used for any purposes other than authorized church ministry.

We will maintain adequate physical, procedural and electronic security with respect to offices and information storage facilities (e.g. filing cabinets) so as to protect personal information against such risks as unauthorized access, use, disclosure or destruction.

When you provide us with your personal information via our communication cards or our occasional requests for information for our church directory we only include the information that has been authorized by you.

### **Tithing and Offering Information**

Access to information regarding your tithes and offerings to Cochrane Alliance Church is restricted to: the church volunteers who collect and count the offerings; the Church Office Manager for processing your income tax receipts; and the Treasurer who signs the offering tax receipts.

You have the right to request access to information about your tithes and offerings. However, you do not have the right to access tithing/offering information to other identifiable Cochrane Alliance Church members without their written consent. You may access aggregate tithing/offering information not linked to an identifiable member. All requests for access must be submitted to the Church office and we will endeavor to respond to your access request as soon as possible.

### **Prayer Requests**

We encourage our members to share their prayer requests so that we as a church may pray together. We recognize some of the requests are sensitive and very personal. We will ensure that the personal information contained in our prayer request list is limited only to the information you, or your next of kin, authorize us to disclose.

### **Cochrane Alliance Church Website**

We will carefully review the purpose and need before posting personal information on our church website. If personal information is posted, we will limit the amount of personal information to that which is necessary or has been authorized by you.

### **Summary**

If you have any questions or would like to review your personal information, please contact our church office manager.

**We take our responsibility to respect and protect your personal information seriously. As part of our commitment to privacy, the Board of Elders will designate an individual to serve as the church's Privacy Officer to ensure compliance with this policy and with appropriate privacy legislation.**