

# St. Matthew's Episcopal Church Privacy Policy

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

Personal information is any information that identifies you as an individual. St. Matthew's 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 (pledging, offerings, contributions, etc.)

To 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.

Access to information regarding your pledges and contributions to St. Matthew's is restricted to: the church volunteers who supervise the Annual Stewardship Campaign; the Parish Administrator for processing your income tax receipts and handles the records; and the Treasurer. You have the right to request access to information about your pledges and contributions. However, you do not have the right to access pledging/contribution information to other identifiable St. Matthew's members without their written consent. You may access aggregate pledging/contribution information not linked to an identifiable member.

All requests for access must be submitted to the Church office and we will endeavour to respond to your access request as soon as possible.

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 be limited only to the amount necessary.

For the St. Matthew's 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.

If you have any questions or would like to review your personal information, please contact our Parish Administrator. We take our responsibility to respect and protect your personal information seriously. As part of our commitment to privacy, the Vestry will designate an individual to serve as the church's Privacy Officer to ensure compliance with this policy and with appropriate privacy legislation.