

PRIVACY POLICY - FAQ's

1. Who is the custodian of the policy?
 - a. Church Council
2. How often is the policy reviewed?
 - a. Annually or updated immediately as circumstances arise.
3. Who is responsible for protecting privacy and limiting the collection of personal information?
 - a. All Church Council, Ministry personnel and lay employees, Committees, groups and members of the congregation
4. Christ First has an active presence on social media and the web publishing information about the Church's programs and events. Is written consent required to use an individual's photo on social media, the web and in printed materials?
 - a. Yes.
5. When permission to use a photograph is obtained, and it's used on the web, social media, or as electronic information, can the individual be named?
 - a. Yes. If it is a child or youth, first name only with no location identified.
6. Should adults be named in photographs published in the Happenings or Annual Report?
 - a. Yes, with written consent.
7. Should personal email addresses of organizers of events or programs be published on the Christ First website?
 - a. No, generic email addresses such as vbc@Christfirst.ca be created with access provided to the organizer.
8. When do you not need permission forms for photographs?
 - a. If the photographs will not clearly identify individuals.
 - b. If notice is given at the beginning of a worship service or event that pictures are going to be taken for promotional purposes at the end of the service or event. Invite the congregation to stay for photographs and anyone wishing to leave is welcome to at that time.
9. What personal information should be published in the Church Directory?
 - a. Name and contact information either a phone number and/or email address.

10. Should the approved Church Council minutes be published on the Christ First website?

- a. Council minutes should be open and available to all with limited exceptions, such as:
 - i. Staffing and employment issues are confidential.
 - ii. Land use or development proposals
 - iii. Litigation
 - iv. Financial reporting may need to be changed in the minutes. Instead of reporting the exact dollar amounts in the minutes, report on the variance. For example, X Committee is 10% overspent due to extra cleaning required for Covid 19. If someone wants to see the exact amounts, a copy of the minutes would be available in the Office or Library for anyone to view.

11. How should this policy be implemented?

- a. Once Council approves the policy, then it will be up to each Committee, group, the Ministerial staff and the Church Office to operationalize it. Each will need to review what personal information they collect, how it's being used, should it be collected and examine their privacy protection practices in light of the policy
- b. Communications will have the task of communicating the policy.