

PRIVACY POLICY

Christ First is committed to protecting the privacy, confidentiality, accuracy and security of the personal information that is collected, used, retained and disclosed in compliance with applicable federal, provincial and territorial privacy legislation.

Here are some principles set out in the federal privacy legislation that will guide Christ First when handling personal information. They are: • consent • limiting use, disclosure, and retention • safeguards • identifying purposes • limiting collection • accuracy • openness

Personal information includes information in any form (e.g., printed/electronic) factual or subjective information, which can directly or indirectly identify an individual.

home address	religion
home phone number	sexual orientation
age	marital status
personal e-mail address	mental or physical disability
race	family members' names
national or ethnic origin	social status
colour	income
credit and bank records	medical record
donation information	

Christ First collects personal information for:

- Ministry personnel and lay employee records
- Information required for church records such as baptisms and marriages
- Stewardship development and donor information

Personal information can only be used for the purposes for which it is collected and it should be limited and specific. The specific purpose for collecting personal information must be clearly outlined in writing and written consent is obtained to collect the information. Specific written consent must also be obtained if personal information is to be used for any other purpose than that for which it was initially collected.

Personal information is to be stored under lock and key and if it's digital information, it must be password protected. Only certain authorized individuals have access to it. Disclosing information to an unauthorized individual could result in a privacy breach and loss of trust in Christ First. Personal information must be kept only as long as it fulfills the purpose that it was collected for or to meet potential government requirements.