

## POLICY FAQ's - PROTECTION OF PERSONAL INFORMATION

### Executive Summary

- Appropriate personal information is required to participate in any church-based activity, pastoral care, or financial support.
  - This includes any information necessary to partake in the activity and support the 2-way communication necessary for that activity.
- Supplying this information at the time of enrollment denotes permission to use the information with respect to that activity.

The data collected will be handled according to our policy. [It can be viewed HERE.](#)

### Detailed Questions

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. No, as long as the use is explained to the individual when or before the picture is taken or submitted, inferred permission to use it as described is assumed.
  - b. If permission to use is not given, the photo won't be used or the individual will be blurred out.
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, as long as the use is explained to the individual when or before the picture is taken or submitted, inferred permission to use it as described is assumed.
  - b. If it is a child or youth, first name only with no location identified.
6. Can adults be named in photographs published in the Newsletter or Annual Report?
  - a. Yes, as long as the use is explained to the individual when or before the picture is taken or submitted, inferred permission to use it as described is assumed.

7. Can personal email addresses and phone number of organizers of events or programs be published on the Christ First website?
  - a. Yes, as long as the use is explained to the individual when the info is provided, inferred permission to use it as described is assumed.
8. When do you not need permission to publish 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 can be published in the Church Directory?
  - a. Only personal information supplied specifically for the directory.
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 implement 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.