

**Anglican Church of Canada**  
**Ecclesiastical Province of Canada**  
**Draft Privacy Policy**  
**Executive Summary**

**Purpose and Scope of the Privacy Policy**

The Province of Canada regularly collects and retains personal information from individuals for a variety of purposes. The Privacy Policy establishes the guidelines by which the Province of Canada will collect, use, and retain information, which pertains to an identifiable individual. The Privacy Policy includes the Web Privacy Statement which concerns information collection, retention and sharing practices pertaining to the Province of Canada's website. The Privacy Policy adheres to the principles set out in the *Personal Information Protection and Electronics Document Act of Canada (PIPEDA)*.

**Key Elements of the Privacy Policy**

The Privacy Policy requires the Province of Canada to identify the purposes for which personal information is collected and retained, either before collection, at the time of collection, or at anytime thereafter should the purpose for which the personal information is to be used changes. Written consent to collect, retain and use an individual's personal information is obtained from that individual via the Consent Form. The collection, use, disclosure, and retention of personal information are limited to only what is necessary and specified at the time of collection. Personal information retained as archival is accessible according to provisions of the Archives of the Ecclesiastical

Province of Canada. Access to personal information held by the Province of Canada is limited to specifically designated persons in order to safeguard privacy, however, individuals retain ownership of their own personal information and may access it for the purposes of ensuring its accuracy and completeness. The Privacy Policy sets out situations in which it may refuse access to personal information as well as under what circumstances it may disclose personal information without consent. The Prolocutor of the Province is the designated Privacy Officer and will respond to questions, comments, or concerns re the Privacy Policy.

**Who in the Province must sign the Consent Form?**

Any individual who is a member of any organization of the Anglican Church of Canada within the Ecclesiastical Province of Canada, wherein a record of her/his personal information (beyond business card information) is required for a particular purpose, must sign the Consent Form, in accordance with the Privacy Policy.