

# Anglican Province of Canada Privacy Policy



# Commitment to Privacy

- The Privacy Policy, including the Web Privacy Statement, is the Anglican Province of Canada's commitment to privacy regarding personal information collection, management, retention and sharing practices.



# Personal Information

## Consent Form

Individuals acknowledge in writing that they consent to the use, disclosure and retention of their personal information by the Province in accordance with this Policy



# Personal Information

- Personal information is all information of an identifiable individual, except 'business card' information
- The Province will collect and hold personal information only with the individual's knowledge and permission, and in an accurate, complete and up-to-date manner



# Personal Information

- Personal information is collected for use by the Province but individuals retain ownership and controlled access



# Permission Based Philosophy

The Province adheres to the principles in PIPEDA (*Personal Information Protection and Electronics Document Act of Canada*): (10)

- accountability
- identifying purposes
- consent
- limiting collection



# Permission Based Philosophy

- Limiting use, disclosure and retention
- Accuracy
- Safeguards
- Openness
- individual access; and
- provision of recourse



# Exceptions

Personal information may be collected and used without permission: (5)

- If it is clearly in the individual's interests and consent is not available in a timely way
- If collection is required to investigate a breach of an agreement or contravention of a federal or provincial law





# Exceptions

- If it is publicly available
- For an emergency that threatens an individual's life, health or security; or
- For statistical or scholarly study or research



# Exceptions

The Province may disclose personal information without consent to: (4)

- a lawyer acting for the Province
- collect a debt owed to the Province
- comply with a summons, warrant or judicial order or
- an authorized government authority



# Collection Rules

- Personal information will only be collected for specific purposes, identified at the time of collection
- If the information is to be used later for a different purpose, the individual's consent will be obtained before or at that time



# Information Retention

- Personal information will only be retained as long as is necessary
- Information that is no longer an active record will be destroyed or become part of the regular records transfer process, as determined in consultation with the Province of Canada Archivist



# Information Retention

- Information retained as archival may be accessible according to the access provisions of the Province of Canada Archives



# Information Sharing

- Access to personal information is restricted to persons set out on a predetermined list.
- Information is only disclosed in accordance with the purpose for which it is collected.
- Individuals have controlled access to their own files to ensure its accuracy and completeness.
- Outdated information will be amended in a timely fashion.



# Information Access Refusal

The Province may refuse requests for access to personal information if: (5)

- it is protected by solicitor-client privilege
- it contains confidential commercial information
- it could threaten the life or security of another individual



# Information Access Refusal

- it was secretly collected because knowledge or consent would compromise the availability or the accuracy of the information and the collection is reasonable to investigate a breach of an agreement or a contravention of the laws of Canada or a province
- the information was generated in the course of a formal dispute resolution process.





# Appendices

- Appendix - Consent Form
- Appendix - Web Privacy Statement

