

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

