

PRIVACY POLICY of “the church” or “PGIMF”

1. **Accountability:** We are accountable to (a) ensure the church’s compliance with the laws of Canada and British Columbia privacy laws: (b) ensure that the church protects all personal information held by the church or disclosed to third parties: and (c) develop and implement personal information policies and practices.
2. **Identifying purposes:** the church collects personal information from you for the following reasons:
 - To contact you about the activities and events of the church
 - to allow affiliated organizations to contact you about their activities
 - to allow other members and adherents of the church to contact you
 - to record for Conference authorities the names of members having rights pursuant to membership
 - to maintain church archives and recordsWe will request your permission before using your personal information for any new purpose.
3. **Limiting collection, use, disclosure and retention:** We will not collect your personal information indiscriminately; and we will not deceive or mislead you about the reasons for collecting your personal information. We keep your personal information as long as necessary to satisfy the purposes described above. We will not destroy or make anonymous your personal information unless you request so because that would prevent us from contacting you in the event of a reunion celebration.
4. **Accuracy and Safeguards:** We will endeavour to minimize the possibility of using incorrect information. We will protect your personal information against loss or theft; safeguard the information from unauthorized access, disclosure, copying, use or modification; and we will protect personal information regardless of the format in which it is held.
5. **Review annually:** Your personal information will be reviewed annually for accuracy and permission by means of the contact information you have listed in the church directory or on the church e-mail list. You **must** give your permission to be listed in the church directory or maintain contact through the church e-mail list. The church funds are not publicly available, nor will they be reviewed or altered in this annual review.
6. **Openness and Individual access:** this document is our notification to you about our privacy policies. You may refer to it at any time on the World Wide Web at <http://www.pgimf.org/privacy> which also includes a list of the affiliated organizations which we have information-sharing arrangements with. Upon request in permitted situations, you may arrange to confirm and correct your personal information in our records.
7. **Recourse:** In the event of a complaint over the handling of your personal information, the Congregational Coordinator will record and investigate any complaint received and the Church Board will take appropriate measures with the complainant to correct the cause or effects of the complaint. The Congregational Coordinator’s contact information can be found on any church bulletin or on the church website at www.pgimf.org.

8. **Publishing:** PGIMF, in the course of making its activities known to others on the World Wide Web will not publish the personal information of members or attenders, including telephone number, home or e-mail address, or personal concerns, except if the member or attender is a member of the church board and the information directly concerns the performance of his or her duties.
9. **Recording:** PGIMF, in the course of recording services for later listening by members of the congregation and their guests, will not record any part of the service that is identified as 'sharing (of personal and private prayer concerns)'.
10. **Social Media:** PGIMF in the course of making its activities available on social media such as Twitter and Facebook, will not upload your personal information to any social media. PGIMF requires that users of social media hosted by PGIMF do not upload personal information of others to PGIMF pages. PGIMF further takes no responsibility for personal information uploaded to social media by other users on pages hosted by PGIMF. Users agree to be bound by the policies of the individual social media organizations to which they subscribe, and to deal with all complaints through the policies of those organizations.

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