

Highland Mennonite Brethren Church Policy Manual Personal Information Privacy Summary and Consent

If you are 18 years of age or older, please review this summary of our Personal Information Privacy Policy, sign the consent on the reverse, and submit the completed form to the HMBC office. Underage children's consent is included in the parent/guardian's signature.

Guidelines

Highland Mennonite Brethren Church ("HMBC") is committed to protecting the privacy of its members and adherents (past and present) and utilizing all personal information in a responsible and professional manner. It is our aim to comply with the Personal Information Protection Act of Alberta. This document summarizes how and why personal information is collected, used, and disclosed. Please see our *Personal Information Privacy Policy* for complete details. You are invited to contact the church office with questions or comments. You are welcome to view and correct your personal information as required.

Collection and Use

Personal information is collected and used when permitted or required by law to maintain:

- Permanent Records of
 - life events (e.g. child dedication, baptism, membership, marriage, death) for archiving,
 - documentation for Children's and Youth Ministries (e.g. registration forms, releases, volunteer screening documents) for confirming HMBC's due diligence in following its *Plan to Protect® Policy*.
- Databases that include details such as
 - names and contact information for communicating and scheduling,
 - demographic information (e.g. age, gender, marital status, talents, needs) for ministry planning,
 - membership status (e.g. adherent, active) for voting and reporting,
 - photos for putting names and faces together,
 - monetary contributions for church budgeting and receipting.

Disclosure

Personal information is disclosed when permitted or required by law:

- to HMBC members and adherents for personal and ministry communication (e.g. photo directories, mail folders, annual reports, newsletters),
- to HMBC staff and ministry coordinators for church family and ministry communications (e.g. e-mails), and team scheduling (e.g. worship planning),
- to the Canadian Conference of Mennonite Brethren Churches for annual statistics and reports,

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Approved by: Leadership Team
Notice to: Membership

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- to other agents where required by law (e.g. suspected abuse reporting),
- when it is clearly in the interests of the individual and the individual would not reasonably be expected to withhold consent.

***Prayer Requests, Counselling Details, Reference Information are not to be shared without prior consent by the named individual.*

Where is the information kept?

HMBC is committed to safeguarding your personal information. With this in mind,

- only staff and ministry coordinators have permission to access the permanent records and databases,
- permanent records are kept under lock and key in the church office and archive room,
- databases are password-protected.

Consent

I/We consent to the collection, use, and disclosure of my/our personal information (including the information of my/our underage child[ren], if applicable) as set out in this policy.

Signature	Print Name	Date
Spouse's Signature (if applicable)	Print Name	Date