

# PRIVACY POLICY

OneChurch.to prioritizes the protection of the personal information of its members, adherents, donors, volunteers, employees, and any other persons from whom the Church collects personal information and adheres to the high standards set out in federal privacy legislation outlined in the [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#) as well as the [Model Code for the Protection of Personal Information, created by the Canadian Standards Association](#).

## PURPOSE

The purpose of the Privacy Policy is to:

- outline the collection, use, and disclosure of personal information in the custody and control of OneChurch.to
- demonstrate a firm commitment to uphold the privacy of members, adherents, donors, volunteers, employees, and any other persons from whom the Church collects personal information.

## PERSONAL DATA

The types of personal information collected by OneChurch.to may include, but is not limited to:

- *Personal details* such as an individual's title, name, and date of birth;
- *Contact details* such as an individual's mailing address, telephone number, and email address;
- *Demographic information*, collected on a voluntary basis, for information related to marital status, nationality, education, employment/qualifications, and family details;
- *Financial information* such as tithes, offerings, donations, event registrations, and payment of merchandise;
- *Photographs* provided to or taken at OneChurch.to or at affiliated events;
- *Website visits* to OneChurch.to, in an effort to promote church services and events;
- *Care requests* may also be collected and stored for the purpose of follow up and providing support.

# PRIVACY POLICY

## HOW PERSONAL INFORMATION IS COLLECTED AT ONECHURCH.TO

OneChurch.to may collect personal information of our members, adherents, donors, volunteers, employees, and any other persons from whom the Church collects personal information, through *Direct interactions* and *Automated interactions*.

- *Direct interactions* are when individuals voluntarily provide OneChurch.to with personal information by:
  - Visiting the church's website at OneChurch.to or related social media platforms including (but not limited to) Instagram, Facebook, YouTube, Twitter, Discord, TikTok.
  - Communicating with members, adherents, donors, volunteers, employees, and any other persons at OneChurch.to, face to face.
  - Communicating via video conferencing platforms including but not limited to Zoom and GoogleMeet.
  - Communicating via other means including but not limited to email, telephone, or mail.
  - Subscribing to newsletters and publications of OneChurch.to.
  - Applying for volunteer or employment opportunities at OneChurch.to.
  - Submitting care needs that may require follow-up.
  - Completing digital forms or signing documents related to membership, guest services, volunteer opportunities or to participate in events or activities.
  - Submitting a tithe, offering or donation electronically, by mail or in person at OneChurch.to.
  
- *Automated interactions* are when users access the OneChurch.to website which automatically collects technical data about the equipment that is being used to access the site as well as the browsing history on the site, which is obtained using cookies and other similar technologies.

## CONSENT, DISCLOSURE & RETENTION

OneChurch.to only collects, uses and discloses personal information of members, adherents, donors, volunteers, employees and any other persons about or from whom the Church collects personal information with their knowledge and consent, unless authorized or required by law to do so without consent. Consent may be expressed orally, electronically, in writing or it may be implied.

# PRIVACY POLICY

- *Consent:* By providing personal information to OneChurch.to through the website, email, in person or through other means, an individual consents to the collection, use and disclosure of such personal information, in accordance with the terms of this Privacy Policy and as otherwise permitted by law. If an individual does not agree with any of the terms outlined within this Privacy Policy, that individual may choose not to submit any personal information to OneChurch.to. Individuals who would like to withdraw consent to the collection, use or disclosure of personal information may do so by contacting OneChurch.to at [info@onechurch.to](mailto:info@onechurch.to).
  
- *Disclosure:* OneChurch.to will not disclose or share personal information more widely than is necessary to achieve the purpose for which it has been collected. OneChurch.to may share personal information with parties identified below, for the following purposes:
  - Third-party services, such as those who provide Information Technology (IT) and system administration services, credit card and payment processing services.
  - Professional advisors, such as auditors, bankers and insurers who provide Onechurch.to with such services.
  - Government, regulatory authorities, law enforcement and entities that are required in order for OneChurch.to to comply with any legal obligation to detect and prevent crimes or to assert or to defend legal rights and interests of members, adherents, donors, volunteers, employees and any other persons about or from whom the Church collects personal information.
  - Entities where OneChurch.to has legitimate business reasons for doing so which may include to manage risk, process payments or to carry out the term of a contract.
  - To anyone OneChurch.to reasonably believes is the agent of members, adherents, donors, volunteers, employees and any other persons about or from whom the Church collects personal information.

OneChurch.to requires that all third parties respect the security of the personal information of its members, adherents, donors, volunteers, employees and any other persons about or from whom the Church collects personal information and expects them to treat such information in accordance with all applicable legal requirements. All such third-party service providers are required to enter into a contractual agreement with OneChurch.to, to prevent them from using such personal information for their own purposes, but instead requires them to use such

# PRIVACY POLICY

information in accordance with provided instructions and applicable legal requirements.

- *Retention:* Personal information will be kept by OneChurch.to for as long as is necessary to achieve the purpose for which it was collected, which may entail retaining such information indefinitely, if required to do so by the Canada Revenue Agency or by the insurers of the church.

## USE OF PERSONAL INFORMATION

Personal information collected by OneChurch.to may be used for the following purposes:

- *Service:* To keep individuals informed of services, activities, events and resources available through OneChurch.to;
- *Promotion:* To promote the interests and mission of OneChurch.to;
- *Donations:* To fundraise and process donations;
- *Follow-up:* To establish, follow-up and maintain an individual's involvement with OneChurch.to, events that they have attended and supported, acknowledging donations and providing products and services requested;
- *Response:* To respond to requests for further information, care or complaints related to services, activities and events at OneChurch.to;
- *Event Registration:* To register for events, conferences and provide the services requested;
- *Metrics:* To amalgamate analytics with an aim to develop services and communication strategies;
- *Quality Improvement:* To improve our service and reach to the church and community;
- *Protection:* To protect the corporate and legal interests of the church by investing and taking measures to prevent potential harm to our systems;
- *Other:* To fulfill other purposes permitted or required by the applicable law.

## DATA SECURITY SAFEGUARDS & STORAGE

OneChurch.to stores personal information using various means which include:

- *Digital Security:* Technological security measures including passwords and encryption, to prevent unauthorized access to financial and other personal information stored on computer systems; as well as routine updates of software, occur to protect personal information;
- *Physical Security:* Locked cabinets in secure areas are used to store hard copies of financial information;

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Approved by the Deacon Board:

Next Date for Review: April 5, 2024

## PRIVACY POLICY

- *Organizational Security:* organizational measures to ensure privacy of data - such as security policies and procedures, employee training on privacy issues, security clearances and limiting access on a "need-to-know" basis.
- *Secure Vendor Agreements:* Third party providers, agents or vendors are used to provide services to OneChurch.to for secure data storage, data hosting and data management;
- *Prioritized Security for all Children:* OneChurch.to collects limited personal data for children under the age of 18. Their data is provided under consent of their parents/guardians for use solely by OneChurch.to for the purpose of tracking attendance for on-site events and family directory. Children under 18 will not be contacted directly by OneChurch.to unless otherwise specified by the parent or guardian.

## WEBSITE USE

OneChurch.to may collect information on those who visit our website to improve and analyze our service. This may include:

- *Cookies:* A cookie is a piece of data from a website that is stored within a user's browser, that the website can retrieve at a later time to recognize when the user returns to the site. If a user's browser setting does not accept cookies from a website, that individual may not be able to take advantage of all of the features that it offers.
- *Google Analytics:* Google Analytics is a web analytics service that uses cookies to track information about how often users visit a site, what pages they visit and what other websites they used prior to coming to OneChurch.to.

## CONTACT

If members, adherents, donors, volunteers, employees and any other persons about or from whom the Church collects personal information would like any further information related to this policy, or if such individuals would like to access or correct the personal information that are in the records of OneChurch.to, please contact [info@onechurch.to](mailto:info@onechurch.to).