ANGLICAN DIOCESE OF BRITISH COLUMBIA

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PRIVACY POLICY AND PROCEDURES POLICY

The Diocese, including its parishes, employees, volunteers and other representatives, will adhere to the provisions of the Personal Information Protection Act (PIPA) relating to the collection, accuracy, protection, use, retention, archival transfer and disclosure of personal information.

As defined in the Act, personal information consists of all data about an identifiable individual, including employees but excluding their work contact information and work product information. Among other individuals, the Diocese holds personal information of employees, volunteers, other representatives, parishioners and donors. If in doubt about whether a particular piece of information is covered by PIPA, please check with the Chancellor.

i. Consent, Collection, and Retention

In accordance with Part 3 of PIPA, the Diocese will collect, use and disclose the personal information of an individual for reasonable, specified purposes if the person has provided consent, has been provided notice and given a reasonable opportunity to decline, or as otherwise authorized under the Act.

The Records Retention Schedules set out retention periods which are compliant with government legislation, in addition to diocesan and parish business needs.

ii. Use and Disclosure

Personal information will be used in accordance with Part 5 of PIPA. It may be used only for the purposes for which it was collected unless an individual consents to a new use or the Act authorizes a new use without consent.

Personal information may be released for archival or historical purposes if its disclosure is not too sensitive, a research agreement meeting prescribed requirements is in place, the information is about someone who has been dead for twenty or more years, or the information is in a record which has been in existence for one hundred or more years.

iii. Request and complaint process

In accordance with sections 5, 23 and 24 of PIPA, individuals may access their own personal information subject to limited exceptions and may enquire about its use by the Diocese. They may also register a complaint, and request that an error or omission be corrected. All enquiries must be made to the Bishop in writing. A request or complaint must provide sufficient detail to identify all relevant personal information.

Fees may be assigned to recover the administrative cost of responding to a request. As PIPA requires the designation of one or more Privacy Officers, the Bishop has appointed the Executive Officer to provide privacy advice and assistance.

Also as required under the Act, the following contact information is provided:

Address: 900 Vancouver Street, Victoria, British Columbia, V8V 3V7, Canada

Office hours: 9:00 a.m. to 3:00 p.m., Monday to Thursday.

Telephone: (250) 386-7781

Updated

November 2026

E-mail: synod@bc.anglican.ca

iv. Media Privacy and Photo Release

Services which are livestreamed and/or recorded and where a camera may point into the congregation should have a notice stating that by attending, you give consent that video of you may be broadcast or recorded. A sample statement from Christ Church Cathedral reads as such:

> *"This service is being broadcast live on the internet. By attending, you acknowledge and consent to the fact that video images of you may appear there."*

For events at which photos of participants are taken and published – whether in a website, newsletter, social media post, or another form of media – a Photograph Release Form is required. See Attachment A for a sample photo release form. You may choose to edit this for a longer duration (such as employment) for employees/volunteers who may be consistently appearing on the website or in livestreams. Particular care must be taken when publishing images or video of individuals under 19 years of age. See the Social Media Policy for more information.

If you have members of the parish who submit photographs not of people to be used in publications, keeping a record of who took which photos is strongly recommended for copyright purposes.

PHOTOGRAPH / IMAGES RELEASE FORM

I, _____ hereby give the Diocese of British Columbia consent
(print name)
to use photographs/images taken of/by me on _____, 20___.

I agree that the Diocese of British Columba is the owner of the:
photograph(s) / video images / other image(s) (circle one or more)

and may use them on a:
public website / in promotional material / in other publications / in public exhibits
(circle one or more)

without further notification and without payment to me of any fees or royalties.

_____ _____
Signature Date

Updated August 2026