

# **B.C. Conference and the Protection of Your Privacy**



**British Columbia Conference  
The United Church of Canada  
4383 Rumble Street  
Burnaby, B.C. V5J 2A2**

**BC Conference will protect the personal information of anyone connected to the Conference** – employees, beneficiaries, volunteers, donors and vendors. Our goal is to meet or surpass the requirements of both provincial and federal legislation.

“Personal Information” describes all information about an individual that cannot be easily obtained from public sources. A popular description runs “all information about yourself that cannot be found on your business card.”

All organizations need to have more information than what is found on a business card in order to do their work. The collection, protection and use of this additional information needs to be carefully controlled.

### **Collection of Information**

**BC Conference will only collect information about individuals that is necessary to accomplish its work effectively.** The amount of information needed will vary depending upon the individual’s connection to BC Conference, ranging from basic contact information for casual connections to extensive information for employees. BC Conference undertakes not to collect or store information for which it has no direct purpose.

**Appropriate consent will be obtained** from everyone supplying personal information. The level of consent required will vary depending upon the amount and seriousness of the information gathered.

### **Protection of Information**

**BC Conference will safeguard the personal information it stores** from loss, theft, unauthorized access, disclosure, duplication or modification. Computers, files, and offices have appropriate locks and safety measures.

Personal information will not be sold to anyone. It will not be distributed to any groups or individuals not directly connected to The United Church of Canada except in order to fulfill the purpose for which it was collected and as otherwise permitted by law.

### **Use of Information**

BC Conference will disclose the purposes for the information it collects and will use personal information only for those purposes.

### **Access to Information**

All those who have personal information collected and stored by BC Conference have the right of access to that information. BC Conference will endeavor to provide information appropriately requested in a reasonable time and at a reasonable cost.

### **Additional Information**

A detailed *BC Conference Protection of Personal Information* policy is available upon request from the Privacy Officer (see below).

More information about the BC’s privacy legislation can be found at:

<http://www.msar.gov.bc.ca/privacyaccess/>

For more information about the steps BC Conference is taking to protect your personal information, or to obtain access to your own personal information, contact:

Privacy Officer  
BC Conference  
4383 Rumble Street  
Burnaby, BC V5J 2A2  
Phone: 604.431.0434  
Toll Free (BC): 1.800.934.0434