



Trinity Evangelical Missionary Church Privacy Policy and Photo Release Waiver

Preamble:

Trinity Evangelical Missionary Church (hereinafter "Trinity EMC") is committed to respecting the privacy of personal information obtained from our members, adherents, and employees. The Privacy Policy is a statement of principles and guidelines defining the requirements for the protection of personal information by Trinity Evangelical Missionary Church.

This policy is based on the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) dated January 1, 2004 and last amended June 23, 2015. It may be reviewed at www.priv.gc.ca. It is intended for use in Ontario and other provinces that have not enacted Provincial Privacy Legislation and for churches that are not engaged in "commercial activity" such as a daycare.

In its description of the Application of PIPEDA to Charitable and Non-Profit Organizations the Federal Privacy Commissioner states, "Most non-profits are not subject to the Act because it is not engaged in commercial activity" and "Collecting Membership fees, organizing church activities, compiling a list of members' names and addresses and mailing out newsletters are not considered commercial activities. Similarly, fundraising is not a commercial activity." However, charities must give care to the collection, use and protection of all personal data maintained by it. Trinity EMC has adopted the following privacy statements to assist in the protection of this personal information.

Privacy Statements:

- Trinity EMC does not sell, barter, or lease any personal information that it collects.
- Trinity EMC produces a Church Directory to enable ministry and to develop community. Anyone not wishing to have certain personal information published in the directory may have it removed by contacting the church office.
- The goal of Trinity EMC is to maintain accurate information. We value your assistance in keeping this information current.
- Trinity EMC obtains your consent to collect and use personal information for ministry purposes when you apply to participate in the programs and ministry of the church. This information enables us to communicate with you, issue charitable donation receipts, meet legal and regulatory requirements, carry on the programs of the church and provide information that may be of interest to you.
- Trinity EMC protects all employee and volunteer personal information in either hardcopy or electronic format from unauthorized access.
- Trinity EMC will limit the collection of personal information to that required by law, or as required to carry on ministry or the management of employees and volunteers.
- Trinity EMC will not provide personal information without the consent of an individual unless the person cannot be contacted in a timely manner and it serves no purpose other than to comply with a subpoena or court order or in the event of an emergency.
- To guard the privacy of all staff and congregational members and adherents, original documents containing personal information such as but not limited to: applications, police checks, and letters of private communication will not be removed from the premises of Trinity EMC with the exception of storing backup electronic copies offsite for the sole purpose of the protection of documents. For the purposes of congregational care and management, Pastoral Staff and the Treasurer are exempt from this clause.

Photo Release Waiver - Authorization and Release

I hereby grant permission to Trinity EMC to photograph my image, likeness, or depiction and/or that of my minor children (if applicable). I hereby grant permission to Trinity EMC to edit, crop, or retouch such photographs, and waive any right to inspect the final photographs. I hereby consent to and permit photographs of me and/or those of my minor children to be used by Trinity EMC for any purpose, including educational and advertisement purposes, and in any medium, including print and electronic. I understand that Trinity EMC may use such photographs with or without associating names thereto. I further waive any claim for compensation of any kind for Trinity EMC's use or publication of photographs of me and/or those of my minor children (if applicable). I hereby fully and forever discharge and release Trinity EMC from any claim for damages of any kind (including, but not limited to, invasion of privacy; defamation; false light or misappropriation of name, likeness or image) arising out of the use or publication of photographs of me and/or those of my minor children (if applicable) by Trinity EMC, and covenant and agree not to sue or otherwise initiate legal proceedings against Trinity EMC for such use or publication on my own behalf or on behalf of my minor children. All grants of permission and consent, and all covenants, agreements and understandings contained herein are irrevocable.

I acknowledge and represent that I am over the age of 18, have read this entire document, that I understand its terms and provisions, and that I have signed it knowingly and voluntarily on behalf of myself and/or my minor children (if applicable).

Adult or Parent/Guardian Name: _____ Child's Name: _____

Signature: _____ Date: _____