

## PRIVACY

### 1. Our Commitment to Privacy

The Diocese of Fredericton adheres to the following privacy policy as part of our commitment to protect personal information. This statement characterizes our information collection, management, retention and sharing practices. Please contact the Diocesan Privacy Officer, the Secretary of the Synod, if you require more information on our policy, have questions, comments, or concerns.

Diocesan Synod of Fredericton  
115 Church Street, Fredericton NB Canada E3B 4C8  
Tel: (506) 459-1801 Fax: (506) 460-0520  
Contact: [anglican.nb.ca/synod](http://anglican.nb.ca/synod)

### 2. Web Privacy Statement

In addition to the Diocese of Fredericton Privacy Policy, the Diocese of Fredericton also adheres to a [Web Privacy Statement](#) as part of our commitment to protect personal information. The Web Privacy Statement, attached hereto, concerns information collection, retention and sharing practices pertaining to the Diocese of Fredericton's website. The Web Privacy Statement may be found attached hereto and is available online at (<http://anglican.nb.ca/>).

### 3. Personal Information

The Diocese of Fredericton may collect individuals' personal information for purposes specified before or at the time of collection. Personal information includes information in any form whether factual or subjective, recorded or not, of an identifiable individual. Personal information does not include the name, title or business address or telephone number of an employee of an organization ('business card' information). All personal information collected by or on behalf of the Diocese of Fredericton is for the use of the Diocese of Fredericton. All individuals retain ownership of their personal information and have controlled access thereto for the purpose of ensuring its accuracy and completeness. All personal information held by the Diocese of Fredericton will be as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used.

### 4. Permission-Based Philosophy

Effective January 1st, 2004, the [Personal Information Protection and Electronics Document Act of Canada](#) (PIPEDA) is the principle statute with respect to governing personal information management for Canada. The underlying principle of PIPEDA is permission based management of personal information. The Diocese of Fredericton is not subject to PIPEDA, however, the Diocese respects the spirit of PIPEDA and adheres to the ten principles set out therein. These principles are:

- a. accountability
- b. identifying purposes
- c. consent

- d. limiting collection
- e. limiting use, disclosure and retention
- f. accuracy
- g. safeguards
- h. openness
- i. individual access; and
- j. provision of recourse.

#### 5. Exceptions to the Permission Principles

The Diocese of Fredericton may collect and use personal information without permission in any one of the following circumstances:

- a. If it is clearly in the individual's interests and consent is not available in a timely way
- b. If collection is required to investigate a breach of an agreement or contravention of a federal or provincial law
- c. For journalistic, artistic or literary purposes
- d. If it is publicly available
- e. For an emergency that threatens an individual's life, health or security; or
- f. For statistical or scholarly study or research.

The Diocese of Fredericton may disclose personal information without consent:

- a. To a lawyer representing the Diocese
- b. To collect a debt the individual owes the Diocese
- c. To comply with a summons, warrant or order made by a court or other juridical body; or
- d. To a lawfully authorized government authority.

#### 6. Collection of Personal Information

The Diocese of Fredericton will collect personal information only for specific purposes. The amount and type of information collected will be limited to what is necessary for the identified purpose(s). The purpose(s) will be identified before or at the time the information is collected. If the collected information is to be used for a different purpose at a future time, the individual's consent will be obtained before or at that time.

#### 7. Retention of Personal Information

The Diocese of Fredericton will only retain personal information as an active record as long as it is necessary. Personal information that is no longer an active record will be reviewed in consultation with the Diocesan Archivist for retention, selection or destruction as part of the regular records transfer process. Personal information retained as archival will be accessible according to the access provisions of the Diocesan Archives, taking into consideration the nature of the personal information.

The [‘Diocesan Archives Records Access Requirements’](#) attached to this policy as Appendix ‘C’ form part of this Policy.

#### 8. Sharing Practices

Access to personal information held by the Diocese of Fredericton is restricted to individuals or persons in positions set out on a predetermined list. Personal information is only disclosed in accordance with the purpose for which it is collected. Individuals may have controlled access to their own personal information files for the purpose of ensuring its accuracy and completeness. Where appropriate, incorrect or outdated information will be amended in a timely fashion.

The Diocese of Fredericton may refuse requests for access to personal information if;

- a. the information is protected by solicitor-client privilege
- b. to do so would reveal confidential commercial information
- c. to do so could reasonably be expected to threaten the life or security of another individual
- d. the information was collected without the knowledge or consent of the individual because such knowledge or consent would compromise the availability or the accuracy of the information and the collection is reasonable for purposes related to investigating a breach of an agreement or a contravention of the laws of Canada or a province; or
- e. the information was generated in the course of a formal dispute resolution process.

Adopted  
26 January 2005

**Appendix "A"**  
Consent Form Re My Personal Information  
Diocese of Fredericton Privacy Policy

I \_\_\_\_\_, hereby acknowledge and consent to the use, disclosure and retention of my personal information by the Diocese of Fredericton, in accordance with the Diocese of Fredericton Privacy Policy.

The purpose of my consent is to enable the Diocese to communicate with me and to identify members of association within or affiliated with the Diocese of Fredericton.

I also acknowledge and consent to the retention of my personal information for archival purposes to the extent it has historical value.

I hereby acknowledge this consent remains in effect until I revoke or amend it.

_____ Signature	_____ Date
_____ Name	

Contact Information

Mailing Address: \_\_\_\_\_  
(Street Address) (Apt Number)

\_\_\_\_\_

(Town or City) (Province) (Postal Code)

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Appendix “B”**  
Web Privacy Statement  
Diocese of Fredericton

1. Our Commitment to Privacy

The Anglican Diocese of Fredericton adheres to the following privacy policy as part of our commitment to protect personal information. The statement characterizes our information collection and sharing practices for this website (<http://anglican.nb.ca/>). If you require more information on our policy, have questions, comments, or concerns; please contact us at (506) 459 1801, or through our web site at <http://anglican.nb.ca/>.

2. Information We Collect

We only ask for personal information, such as your name and email address, if you choose to contact the Anglican Diocese of Fredericton. The information collected in this way is used solely for the purpose of communicating with those persons who have agreed to be contacted.

3. Permission-based Philosophy

We do not add email addresses to mailing lists, unless the address owner has specifically requested to be added to a specific mailing list. We do not share email addresses with third parties unless required to do so by law.

4. Retention and Sharing of Information

Information is held indefinitely, unless and until directed otherwise by the person associated with the information. We do not share personal information with third parties unless required to do so by law.

5. Collection of Information from Children

Our web site is not targeted at children. On no occasion and under no circumstances do we request information from children (children meaning those under the age of 18).

6. Cookies

In order for us to collect general, non-private information from our online visitors, we may use cookies. A cookie is an information file stored on your computer's hard drive, which contains data about web sites that you have visited. We only use cookies to allow us the ability to supply enhanced navigation to our unique web site visitors. This process does not involve the extraction or aggregation of private information, nor is this information provided to third parties, unless required by law.

7. Server Logs

Web servers, by their nature, log visits to this web site. We use this information to help us determine how best to meet the needs of online visitors, but we do not share this information with third parties, unless required to do so by law, and we do not aggregate this information with personal information in order to identify individual visitors to our web site.

8. Applicability

This privacy policy applies only to this web site. Our web site links to other organizations, which may or may not share similar information acquiring practices. We are not responsible for the privacy practices of other such sites. It is encouraged that you become aware of the privacy statements of all web sites you elect to visit.

Adopted  
26 January 2005

**Appendix 'C'**  
Archives Records Access Requirements  
Diocese of Fredericton

1. Effective immediately, records of baptism and marriage which occurred after 1955 and funerals, burials and confirmations occurring after 1985 will not be open to the public.
2. A person desiring a copy of one's own record of baptism, marriage or confirmation – within these years – should consult the Archivist designated by the Diocesan Archives and the Provincial Archives.
3. The Diocesan Council, on the recommendation of the Diocesan Archivist and the Provincial Archives of New Brunswick, shall periodically review the access restrictions placed on Diocesan Registers.
4. Microfilms of parish registers will not be sold.
5. Parish registers – for the time periods that are open for research – will be made available on microfilm only. The original registers will not be available.
6. Records of individual baptisms, marriages and burials can be copied if desired, but only in limited quantities. An individual needing a copy of a baptism, marriage or burial record for official purposes can obtain it by consulting the Archivist designated by the Diocesan Archives and the Provincial Archives or by contacting the parish in which the record originated. Except for a request by a Parish Corporation, a copy of a record will be provided for a fee of \$7.00. Parish Corporations shall not be charged a fee for such a request.
7. Copying of entire Registers (or a large portion thereof) shall not be permitted. Registers may not be published without the permission of the Diocesan Archives and the Provincial Archives of New Brunswick.

Adopted  
10 June 2006