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## THE MENNONITE CHURCH CANADA PRIVACY PROTECTION PLEDGE

At Mennonite Church Canada ("MC CANADA") we respect your privacy. That is why we have developed The Mennonite Church Canada Privacy Code of which the objective is to specify MC CANADA's guidelines for the collection, use and disclosure of your personal information.

The Mennonite Church Canada Privacy Code was developed to comply with the relevant portions of *The Personal Information Protection and Electronic Documents Act* (Canada). We have drafted The Mennonite Church Canada Privacy Code to make sure that we are in compliance with this new legislation and to demonstrate our commitment to protecting your personal information.

We have also developed The Mennonite Church Canada Privacy Protection Pledge. We want you to understand the purposes for which we collect personal information. We also want to make certain that we have your consent to continue to collect, use and disclose your personal information for those purposes.

The following is a brief synopsis of our privacy practices:

### **Why we collect personal information.**

If you are a MC CANADA constituent, MC CANADA may have collected some basic information about you. We respect your privacy, which is why we collect personal information only for the following purposes:

1. To establish and maintain responsible relations with constituents;
2. To understand, develop, and/or enhance constituent needs, desires, concerns, or opinions;
3. To manage and develop MC CANADA's business and operations, including personnel and employment matters;
4. To provide to organizations who wish to thank constituents for a donation;
5. To meet legal and regulatory requirements; and
6. To advance the goals of the MC CANADA Vision Statement or to provide the constituent with information about developments in the Mennonite community.

### **When do we disclose personal information?**

There are a variety of circumstances where we may need to disclose some personal information about our constituents. Here are some examples:

1. We may disclose a constituent's personal information to a person who, in the reasonable judgment of MC CANADA, is seeking the information as an agent of the constituent. For example, we may provide information about a constituent's donations to a constituent's legal representative if we are satisfied that the individual is requesting the information on behalf of the constituent.

2. Constituent information may be shared with third parties involved in supplying constituents with MC CANADA products or services. Any such disclosure of a constituent's personal information outside of MC CANADA is made on a confidential basis. We use contractual or other comparable means to protect the information and to make sure that the information is used only for the purposes for which it was disclosed.
3. We may disclose a constituent's personal information to an organization engaged by MC CANADA to perform functions on its behalf, such as direct mail processing. Any such disclosure of a constituent's personal information outside of MC CANADA is made on a confidential basis. We use contractual or other comparable means to protect the information and to make sure that the information is used only for the purposes for which it was disclosed.
4. We may disclose a constituent's personal information to a member of the MC CANADA Network where MC CANADA is of the view that such disclosure will further the MC CANADA Vision Statement or to any third party (typically denominational periodicals such as Canadian Mennonite Publishing Services) in order to provide the constituent with information about developments in the Mennonite community. We may also disclose a constituent's personal information to an organization to which the constituent has made a donation for the purposes of that organization thanking the constituent. Members of the MC CANADA Network have all agreed to use the personal information of constituents for the purposes identified;
5. We may disclose a constituent's personal information to a public authority or agent of a public authority, if in the reasonable judgment of MC CANADA, it appears that there is imminent danger to life or property which could be avoided or minimized by the disclosure of the information.
6. We may disclose a constituent's personal information to a third party or parties, where the constituent consents to such disclosure or the disclosure is required or permitted by law.
7. We may disclose a constituent's personal information to a third party or parties in the MC CANADA Network, where the constituent consents to such disclosure or the disclosure is required or permitted by law. Any such disclosure of a constituent's personal information within the MC CANADA Network is made on a confidential basis. We use contractual or other comparable means to protect the information and to make sure that the information is used only for the purpose for which it was disclosed.

### **How do we protect your personal information?**

In order to protect your personal information, MC CANADA:

1. will not collect, use or disclose your personal information for any purpose other than those identified above, except with your further consent;
2. will protect your personal information with appropriate security safeguards;
3. will protect the confidentiality of your personal information when dealing with other organizations;
4. will strive to keep your personal information as accurate and up-to-date as is necessary for the purposes identified above; and
5. will honor any request you may make for access to your personal information.

### **What are your choices?**

We would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. However, you do have choices and can refuse or withdraw your consent as follows:

1. You may refuse to provide your personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit our ability to serve you.
2. You may have your name removed from our telephone, mail or e-mail lists. We use these lists to inform you of relevant MC CANADA initiatives that we think may be of interest to you.

If you have any questions or concerns about our privacy practices, please contact the MC CANADA Privacy Coordinator at 204 888-6781 or 1-866-888-6785 or via email at office @mennonitechurch.ca. Otherwise, we will assume that we have your consent to collect, use and disclose your personal information for the purposes identified above and in a manner consistent with The Mennonite Church Canada Privacy Code.

For a copy of *The Personal Information Protection and Electronic Documents Act* (Canada) or to contact the Privacy Commissioner of Canada, please visit the Office of the Privacy Commissioner of Canada's Internet web site at: [www.privcom.gc.ca](http://www.privcom.gc.ca).