



PRIVACY POLICY

Last Updated: June 25, 2014.

Protecting Your Privacy

In accordance with Canada's Personal Information Protection and Electronic Documents Act (PIPEDA), Gateway Church is committed to protecting the privacy and security of people's personal information. It is our desire to assure people that any information we collect will be used only for the specific purposes of Gateway Church as a church, which will always be clearly communicated, and will always be subject to their consent.

For all who attend our weekend services and events, visit our web site, fill out guest cards, use our facility, or otherwise submit their personal information to us in any way, protecting their privacy means that we never sell or rent their personal information to any third party. We collect personal information only with their consent, and by fair and lawful means and for the purpose(s) for which they have given consent. We keep their personal information confidential and we employ appropriate security safeguards. We will never divulge a person's personal information to anyone without his or her prior consent to do so.

What We Collect and How We Collect It

Gateway Church may collect personal information on individuals who:

- A. Fill out and submit a guest card at a weekend service
- B. Make a donation with a giving envelope that requires an income tax receipt
- C. Apply for Gateway Church's pre-authorized giving program
- D. Register for a specific program or event, either by sign-up sheet or web site form
- E. Attend a specific program or event
- F. Apply for membership at Gateway Church
- G. Assume a leadership role in any department or area of ministry

The types of personal information collected vary with the situation, but can include name, address, telephone numbers, fax numbers, email addresses, family member names, birthdates, and financial information (for transactions such as electronic funds transfers and pre-authorized giving). It may also include photos taken at a program or event. We collect only information that is pertinent to the specific situation, as specified in the various scenarios above. Generally, an individual's personal information is collected only from that individual, and not from anyone else, unless the individual has given express consent for others to do so on his or her behalf. Of course, in specific situations such as guest cards, sign-up sheets, or web forms, it is impossible for us to tell if the information has been submitted by the individual or by someone else, but further communication with that individual would reveal the facts regarding that.

How We Use Information

Gateway Church uses personal information to plan and operate our programs and events, to provide information to our members and adherents about such programs, to maintain current and accurate records for our church database, to distribute income tax receipts, and to maintain communication and accountability with our leaders and our members. The amount of information people directly receive from us is always determined by them. For example, Jane Doe would receive our weekly email newsletter only if she subscribed for this service as per Canadian Anti-spam Legislation (Bill C-28) which would require only her name and email address to do so. If Jane then unsubscribed from this service, her name and email address would be removed from our email distribution list, and would not be retained at all by Gateway Church unless she had already submitted her information for another purpose, such as tax-receipted giving, event registration, membership or leadership.

Who We Share Information With

Gateway Church will not sell, rent, or lease anyone's personal information to any other person, organization or company. As well, we will never divulge anyone's personal information with anyone, unless we have that person's permission or are required by law to do so.

Accuracy and Reviewing of Information

Gateway Church strives to keep all personally identifiable information accurate. Anyone may review their personal information that is in our database at any time. Such information would have to be printed and submitted from our database, or discussed over the phone, or communicated via email, as the database can be accessed only by authorized personnel. If anyone has concerns about the accuracy of our personal information records or believes that they are incorrect, incomplete or obsolete, they can contact us, and we will amend our files as quickly as possible to make sure the information is accurate and current.

Security

Gateway Church is committed to ensuring the security of people's personal information. In order to prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of information:

- A. Gateway Church's information database is a password-protected file located on a secure web server, and is accessible only by authorized personnel with predetermined permission levels. Personal information is only entered into the database after it is submitted to us by an individual for that purpose.
- B. The contact information of Gateway Church members and adherents that is located on staff computers is minimal, consisting only of names, addresses, telephone numbers, fax numbers, and email addresses. These computers are personally monitored by the staff and are password-protected to guard against unauthorized access.
- C. Information that is collected via sign-up sheet or web site form is minimal and submitted directly and immediately to the appropriate leader of the program or event for which it is collected. We do not collect sensitive or financial information in a public venue or on our web site. Gateway Church regards the submission of information via the above means as implied consent to enter the information into our database and retain it for further communication and church purposes. Of course, at any time an individual can request that it be withdrawn or removed.

Withdrawing or Refusing Consent

Gateway Church will not use or share personally identifiable information which is provided to us in ways unrelated to the ones already described above. Anyone may let us know if they do not wish to receive specific communications or correspondence from us, and we will always honour such requests. People may also specifically direct us to not use or share their personal information in a certain way, and of course we will comply with that request. Consent can be withdrawn or refused at any time by anyone who has submitted their information to us. Of course, withdrawing or refusing consent could restrict our ability to convey information to people, maintain accurate database records, and possibly to communicate with people in general.

In the following cases, obtaining certain personal information is required and cannot be refused. In each case the information required is appropriate for the situation:

- A. When an individual registers for a specific program or event
- B. When an individual makes a donation with a giving envelope that requires an income tax receipt
- C. When an individual applies for Gateway Church's pre-authorized giving program
- D. When an individual applies for membership at Gateway Church
- E. When an individual assumes a leadership role in a department or area of ministry

In all above cases except for the first one (A.), retaining an individual's information in our database is also required, for the purposes as previously stated, and cannot be refused unless the individual desires to completely reverse the action previously pursued, and thereby change his or her standing with respect to the item pursued (such as pre-authorized giving, membership or leadership).

Contact Information

If anyone has any questions or concerns regarding our privacy policies or procedures, or would like to review, verify or amend their personal information, they are welcome to contact us in any way.

Mail: 890 Sarnia Rd, London ON N6H 5K1
Phone: 519.473.2804
Fax: 519.473.3940
Email: office@wearegateway.ca

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