

Personal Information Privacy Commitment Statement

In accordance with applicable laws, Impact Ministries Canada (“Impact”) is committed to protecting the privacy of its donors, volunteers, employees, missionaries, directors, officers and any other persons about or from whom Impact collects personal information. Impact embraces the principles of the Canadian Standards Association *Model Code for the Protection of Personal Information* to ensure that all personal information is properly collected, used only for the purposes for which it is collected and is disposed of in a safe and timely manner when no longer required.

In being, or becoming, an employee, missionary, volunteer, director or officer of Impact, it is recognized by all such individuals that the Bible portrays believers as members of one body (see I Corinthians 12). This requires the sharing of personal information with the body. Impact, its employees, missionaries, volunteers, and directors, by voluntary implied contract, submit to, and are bound by, the Constitution of Impact.

Except for the above implied consent to collect, use and retain personal information, no personal information will be sold, rented, leased or otherwise made available to any person without the explicit consent of the donor or contact. Except as otherwise required by the Constitution of Impact or the operation of law, every donor, contact, employee, missionary, volunteer and director has the right, at any time, to withdraw his or her implied or explicit consent for the use of his or her personal information for any or all previously authorized uses.

With respect to the privacy of personal information the above means that all donors, contacts, employees, missionaries, volunteers, and directors have given their implied consent to use their personal information for all *internal* purposes of Impact to the extent that such use is in agreement with the Constitution and the pronouncements of Impact from time to time.

Other persons or organizations who act for, or on behalf of, Impact are required to comply with the principles and the Policy and will be given restricted access to personal information solely to perform the services they may be retained to perform for Impact.

Impact has designated Daniel V. Howell to be its Privacy Officer. Any inquiry, request or concern related to privacy matters should be made in writing to him, to be contacted at:

Daniel V. Howell
Privacy Officer

Impact Ministries
Box 975 Stn Main
Kamloops, BC V2C 6H1

Email: dan@impactministries.ca

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1. Accountability

Impact is responsible for maintaining and protecting the personal information under its control. Impact has appointed a Privacy Officer who is responsible to ensure that Impact complies with its privacy obligations in accordance with applicable privacy laws.

2. Identifying Purposes

Impact collects and uses personal information for a variety of purposes including, but not limited to,

- providing services to individuals ministered to by Impact;
- processing and acknowledgement of donations;
- keeping donors and contacts informed through newsletters and other mailings or e-mails;
- employee performance evaluations;
- managing payroll and benefits.

Impact shall identify and explain the purposes for which it collects personal information, to the person from whom the personal information is being collected, before or at the time the information is collected.

3. Consent

Consent will be obtained from the person whose personal information is collected, used and disclosed, unless obtaining the consent would be inappropriate or not required by law. Sometimes the person’s consent may be implied by virtue of their association with Impact or because of the person’s conduct within Impact. When it is appropriate, written consent will be obtained.

Written consents will be kept on file for as long as the information is reasonably necessary. A person may withdraw his or her consent at any time, subject to legal or contractual restrictions and reasonable notice. The person will be informed of reasonably foreseeable implications of the withdrawal.

4. Limiting Collection

Information collected will be limited to that required for the purpose or purposes identified by Impact. Impact is committed to collecting personal information in a fair, open and lawful manner.

5. Limiting Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the person or as required by law. All collected personal information shall be destroyed, erased or made anonymous as soon as the purpose for which it was collected is no longer relevant, or as permitted by the law. Nothing in this Privacy Policy prevents the employees, missionaries, volunteers, or board from collecting, retaining and using information related to individuals ministered to by Impact, for the sole purpose of providing quality services to those ministered to.

6. Accuracy

Personal information shall be maintained in as accurate, complete and up-to-date a form as necessary in order to fulfill the purposes for which it was collected.

7. Safeguards

Personal information will be protected by security safeguards that are appropriate to the sensitivity of the personal information. This safeguarding could include physical measures such as locked filing cabinets and premises security, organizational measures such as restricted access to files with personal information or technological measures such as security and encryption software.

8. Openness

Information regarding the privacy policy of Impact, as well as the personal information management, shall be available as requested. The information will include:

- Name and address of the Privacy Officer
- Means of gaining access to personal information held by Impact
- Copy of any brochures or other information that explains Impact's policies, standards or codes

9. Access to Personal Information

Access to personal information will be granted, where Impact is legally required to release the information and provided that the disclosure does not violate any applicable statutes or contracts, to the person to whom the information pertains where there is an appropriate written request. The existence, use and disclosure of the personal information will be granted within a reasonable period of time. Any inaccuracy or incompleteness of personal information will be amended as required.

10. Challenging Compliance

Complaints or inquiries about the collection, use, disclosure or retention of personal information and Impact's compliance with these ten principles should be directed to the Privacy Officer. The Privacy Officer will investigate complaints and ensure that appropriate measures are taken.