

North Langley Community Church Privacy Policy

NLCC commits to protecting the confidentiality of your personal information, informing you about our privacy policies and practices and allowing you to see your personal information.

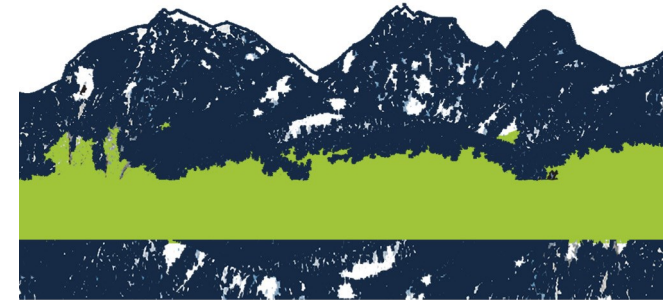
This brochure explains how and why we collect, use and disclose your personal information



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604-888-0442
office@nlcc.ca

604-888-2605 fax
www.nlcc.ca



PRIVACY POLICY

Connecting people with the
life-changing power of Jesus Christ

Our Need for Personal Information

In order to fulfill our administrative role, we need access to all relevant facts and information that relate to you as part of our church family. This information will necessarily include personal information about those that consider our church their home church, who have donated funds or are actively involved in serving in some capacity.

Collection, Use and Disclosure of Personal Information

Where practical, we endeavour to collect personal information directly from the person to whom the information pertains.

When necessary, we may collect personal information from other sources.

By attending our church and /or the programs of our church, an individual consents to our necessary collection, use or disclosure of their personal information in order to properly support and care for them.

The Personal Information Protection Act

The Personal Information Protection Act deems that *"an individual has consented to our collection, use or disclosure of personal information about that individual if at the time the consent is deemed to be given, the purpose would be considered obvious to a reasonable person"*. In such circumstances we will collect, use or disclose personal information without obtaining a written or verbal consent to do so.

The Act also permits us to collect, use or disclose personal information about an individual in some circumstances without the individual's consent. Those include (but are not limited to) circumstances in which:

- The collection, use or disclosure is clearly in the interest of the individual and consent cannot be obtained in a timely way.

- It is reasonable to expect that the collection or use of personal information with the consent of the individual would compromise the availability or accuracy of the information and the collection or use of the information is necessary for an investigation or proceeding.
- The personal information is available to the public from a prescribed source.
- The collection, use or disclosure of personal information is required or authorized by law.

When we collect, use or disclose personal information, we will make reasonable efforts to ensure that it is accurate and complete.

Security of Personal Information

We recognize our obligations to protect your personal information. We have made arrangements to secure against unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of all personal information.

Requests for Access to Personal Information

All are welcome to their own personal information. Upon receiving your written request, we will:

- Provide you with a copy of your personal information under our custody or control.
- Inform you about how your personal information under our control has been and is being used by us.
- Provide you with the names of the individuals and organizations to whom your personal information under our control has been disclosed by us.

We will respond to your requests in the time allowed by the Act and will make a reasonable effort to assist you as accurately and completely as reasonably possible.

Contacting or Communicating With Us

In the event you have concerns or a disagreement between yourself and NLCC, you can lodge a complaint by contacting the Privacy Officer.

Privacy Officer
North Langley Community Church
21015 96th Ave
Langley, BC
V1M 2Z3

The Privacy Officer will then take charge of your file and inform you of the procedure to follow. An inquiry will be held into each concern. If it is justified, the particular situation will be corrected. If the problem raised requires a change in our guidelines and procedures, we will take the appropriate action.

Contacting or Communicating With the Government

The Office of the Information and Privacy Commissioner
PO Box 9038
Victoria, BC
V8W 9A4

250-387-5629
250-387-1696 fax

