

Privacy Policy Checklist for Volunteers

Personal Information is very valuable. It should be handled with care and treated with respect. Below is a list of questions volunteers should ask themselves in order to properly handle personal information:

- Do I know what is considered personal information? (If not, see the Definitions section in GFCC's Privacy Policy.)
- What type of personal information am I handling? Is it highly sensitive (birth date, SIN etc.) as opposed to being easily accessed by the public (name, phone number)? To help discern this, ask the question, "Would I be comfortable with a total stranger knowing this information?" If not, then the information is probably sensitive.
- Am I using discretion in handling personal information?
- For what purpose am I using this information? Am I using it to carry out the purposes of the church as stated in the [constitution](#)?
- Has the person to whom this personal information belongs consented to me using their information in the way I am using it?
- Does the recipient with whom I am about to share this information need this information? E.g. Am I giving someone's birthday to a GFCC employee who needs it for record keeping, or am I giving it to a new attendee in the church who does not need to receive that information from me?
- Am I retaining personal information longer than necessary?
- What measures am I taking to keep this information secure? E.g. Is my device secure on which this information resides? Where others should not have access to it, am I securing physical copies of personal information? Am I properly discarding personal information when it is no longer necessary to retain it (shredding physical documents or permanently deleting files)?
- Am I sure the personal information I have is accurate?
- Do I know of any cases where personal information is being abused, and am I reporting it appropriately?

For a copy of GFCC's full Privacy Policy, please visit gracefellowshipchilliwack.com/privacy-policy. For any questions, please contact GFCC's Privacy Officer:

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