



Title of Policy: Privacy

Date Approved: 31 July 2007

Approved By: Officers

Purpose:

The purpose of this policy is to guide the treatment of personal information collected by Mennonite World Conference.

Scope:

This policy applies to all personal information collected and/or held.

Policy:

Mennonite World Conference (“MWC”) is committed to the privacy of its friends, supporters and members and to the collection, use, disclosure and storage of personal information provided to it by them established on ten foundational principles (a list of the ten principles is attached as an Appendix to this Policy document) and includes the following:

We collect information that we deem to be necessary to fulfill our mandate to link Anabaptist-related churches in a worldwide community of faith for fellowship, worship, service and witness.

We identify why we need the information and do so in clear language. In some cases, the purpose is set out on the applicable form or is explained to the person providing information verbally by an employee, volunteer or agent. Individuals who are not sure of the reasons can always contact us for further information.

We obtain individuals' permission or consent before collecting, using or disclosing personal information. Permission may be implied - for example, by virtue of an individual completing a form. Permission may be given verbally, in writing or electronically and can be provided through an authorized representative. Permission can be withdrawn or changed at any time, using any of these channels.

We may also share information with third parties where required, for example, to facilitate the administration of an MWC Assembly. In such circumstances, we will require such third parties to maintain confidentiality in respect of the information and to not use it except for the purpose for which it was originally collected.

We only keep individuals' information as long as required for the purpose it was collected or to meet legal requirements.

We protect individuals' information through the establishment of confidentiality and security procedures appropriate to the sensitivity of the information collected.



Access to Personal Information:

Any individual has a right to access his or her personal information held by us and upon request we will advise of the existence, use and disclosure of personal information. If an individual considers the personal information held by us to be inaccurate and incomplete, he or she has the right to ask us to change it.

Privacy Officer:

If an individual has any concerns about our use, storage or disclosure of personal information or wishes to have access to it or request changes to be made to it, he or she may direct inquiries to our Privacy Officer at:

Len Rempel, Privacy Officer
Mennonite World Conference
50 Kent Ave
Kitchener ON N2G 3R1
Canada

Phone: 519-571-0060
Fax: 519-571-1980
Email: privacy@mwc-cmm.org

APPENDIX "A" **PRIVACY PRINCIPLES**

Principle 1 - Accountability: An organization is responsible for personal information under its control and shall designate an individual or individuals who are accountable for the organization's compliance with the following principles.

Principle 2 - Identifying Purposes: The purposes for which personal information is collected shall be identified by the organization at or before the time information is collected.

Principle 3 - Consent: The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except where inappropriate.

Principle 4 - Limiting Collection: The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.

Principle 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 individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

Principle 6 - Accuracy: Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

Principle 7 - Safeguards: Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.



Principle 8 - Openness: An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

Principle 9 - Individual Access: Upon request, an individual shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Principle 10 - Challenging Compliance: An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals accountable for the organization's compliance.