

Dundas Street Centre United Church Policy Manual

Section: B. Human Resources

Title: **Privacy and Confidentiality**

Policy #: B-10

Approved/Amended: Feb. 18, 2017; Apr. 8, 2017; Apr. 14, 2018

Referral Committee: Unified Board

1. All personal information concerning staff, members/adherents and clergy is confidential. Such information may be published (e.g. church directory) only with the permission of the individual.
2. It is imperative that employees, members/adherents and volunteers maintain the confidentiality demanded by good Christian and business practice.
3. Information regarding the personal circumstances of members/adherents shall be referred to the minister when appropriate. Release of this information to others will be on an as needed basis.
4. Confidential records (print and computer) will be maintained/viewed in a way that respects the privacy of the information.
5. Meetings of certain outside groups will be afforded a reasonable measure of privacy and confidentiality (see Appendix).

APPENDIX

Groups of vulnerable people use our facilities for meetings. These currently include Quintin Warner House and recovery, support and therapy groups who should expect and receive a reasonable degree of privacy and confidentiality when doing so. The challenge is to define exactly what is meant by privacy in these cases as it cannot be perfect when there are many others using our building at the same time.

“Privacy” in the case of these groups should mean that their meeting room will be treated as a sanctuary for them from the arrival of the first person to the departure of the last. Thus no one other than participants should enter the meeting room prior to their meeting, nor create any impediment when they are arriving nor when they are departing. The entry way in the lobby and outside the meeting space is to be kept clear of all non-participants. To assist with this, we are currently placing signs outside the designated meeting space identifying that a “private meeting” is taking place when this is the case. No one other than participants should enter when their meeting is in progress.

The purpose of this definition of “privacy” is to avoid interference with the participants’ arrival, departure and participation in any way. These restrictions do not apply when

members of these groups are present in our building for other purposes.