

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

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 (see Appendix).

APPENDIX

It has been made clear that groups of recovering addicts that use our facilities for meetings, which currently include Quinton Warner House, and several AA recovery groups, should expect a degree of privacy 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 should be treated as a sanctuary for them from the arrival of the first person to the departure of the last. Thus no one should enter the meeting room prior to their meeting when they are arriving, nor after their meeting when they are departing, and obviously should not enter when their meeting is in progress. To assist with this, we are currently placing signs identifying that a “private meeting’ is taking place when this is the case.

For our part as church members we should all respect this interpretation of “privacy”. It doesn’t apply anywhere outside of the actual meeting room and clearly does not apply when members of these groups are present in our building for other purposes.