

Purpose

This Policy is to safeguard personal information entrusted to the District of Quebec of the Pentecostal Assemblies of Canada (DQ).

DQ is committed to respecting the privacy of its employees, credential holders, candidates, donors and contacts. In demonstration of our commitment to this privacy and in voluntary compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA), we have created the following Privacy Policy (the "Policy"). The Policy has been designed to reflect our commitment to the principles outlined in PIPEDA and Quebec legislation (Loi 25).

All officers, directors, employees and volunteers of DQ are required to comply with the Policy and may be given restricted access to personal information solely to fulfill the purposes as set out in this Policy. All other persons or organizations who act for, or on behalf of, DQ are also required to comply with the principles and the Policy and may be given restricted access to personal information solely to fulfill the purposes set out in this Policy.

Privacy Principles

1. **Accountability**

DQ is responsible for personal information we collect, use or distribute and any personal information in our custody or control.

DQ has appointed the Secretary-Treasurer as the Privacy Officer responsible for the organization's compliance with this Policy. Each DQ department is responsible for maintaining and protecting the personal information under its control and is accountable for such information to the Privacy Officer.

We will continually create and update procedures in accordance with this Privacy Policy to govern the handling of personal information and respond to complaints.

2. **Identifying purposes**

DQ collects and uses personal information about individuals solely to:

1. Enable communication
2. Provide products and services requested

3. Provide income tax receipts
4. Process payment for the products and services requested
5. Enable access to the secure website
6. Facilitate accreditation, resume circulation, and disciplinary processes for Credential holders and other personnel. The only circumstance under which personal information may be disclosed to third parties is to fulfill any purposes identified above or as required by law. Where personal information is disclosed to third parties to fulfill any purposes identified above, DQ will make all reasonable efforts to ensure that the third party has appropriate security procedures in place to protect the personal information being transferred.

Business contact information and certain publicly available information, such as names, addresses, and telephone numbers (as published in telephone directories), are not considered personal information.

3. **Consent**

We will obtain reasonably informed consent from employees, credential holders, candidates, donors and contacts to collect, use or disclose personal information except where we are authorized to do so without consent.

Unless otherwise indicated, the use of DQ products and services or enrolment as a Credential Holder, volunteer, or any other person constitutes implied consent for DQ to collect, use and disclose personal information for the purposes stated in this Policy.

An individual may refuse or withdraw consent at any time, subject to legal and contractual restrictions and reasonable notice. The choice to provide us with personal information is always the individual's. Decisions to withhold particular information may impact one's ability to meet specific requirements for the provision of certain services.

An individual may refuse or withdraw consent by contacting the Privacy Officer. The Privacy Officer will explain the options and any consequences of refusing or withdrawing consent and record the individual's choice.

4. **Limiting collection**

The personal information DQ collects shall be limited only to that which is necessary for the purposes indicated.

5. **Limiting use, disclosure, and retention**

The personal information DQ collects will only be used or disclosed for the purposes for which it was collected unless an individual has consented or when it is required or permitted by law. Personal information will be retained only as long as necessary to fulfill the purposes for which it was collected or as required by law.

6. **Accuracy**

DQ will make all reasonable efforts to ensure that personal information is as accurate, complete, and current as required for the purposes for which it was collected. If an individual finds any inaccuracies in our information, they should inform us, and we will make the appropriate corrections promptly. In some cases, DQ relies on the individual to ensure that certain information, such as mailing address, email address and telephone number, is current, complete, and accurate.

7. **Safeguards**

DQ uses appropriate security safeguards to protect personal information from risks such as loss, misuse, unauthorized access, disclosure, or alteration. Safeguards include physical, administrative, and electronic security measures.

All DQ employees are required to abide by the privacy standards we have established. They are also required to work within the principles of ethical behaviour set out in staff guidelines and follow applicable laws and regulations. During daily operations, access to personal information is restricted to those employees whose job responsibilities require them to access it.

8. **Openness**

DQ will provide information to all interested parties about our policies and procedures relating to the overall management of personal information under our control.

Any questions or concerns regarding our Policy or procedure may be directed to the Privacy Officer at our District office.

9. **Access**

An individual has the right to access their personal information under the control of DQ. Upon request in writing to the Privacy Officer at the District Office (address listed below), the

individual will be informed of the existence, use and disclosure of their personal information and will be given access to the information. In certain exceptional situations, DQ may not be able to provide access to certain personal information that it holds about an individual. For example, DQ may not provide access to personal information if doing so would reveal personal information about a third party. If access cannot be provided, DQ will notify the individual, in writing, of the reasons for refusal.

10. Challenging Compliance

Any questions or enquiries concerning compliance with our privacy policies and procedures may be addressed to the Privacy Officer by telephone, email, or regular mail.

Attention: Privacy Officer
District of Quebec
839 rue LaSalle
Longueuil QC J4K3G6
Canada

The development of DQ's policies and procedures for protecting personal information is an ongoing process. Due to changes in technology and legal requirements, DQ may revise this Policy from time to time.