



CHRIST THE KING DIETRICH BONHOEFFER LUTHERAN CHURCH

The Rev. Martin Giebel

Office: 149 Bay Thorn Drive, Thornhill, ON L3T 3V2 - Ph: (905) 889-0873 - FAX: (905) 881-9154

Parsonage: 24 Orton Crescent, Richmond Hill, ON L4C 6S5 - Ph: (905) 881-9154

<http://www.lutheran-church-thornhill.org>

PRIVACY & MEMBERSHIP INFORMATION

By filling out the Member Information Sheet you help us greatly to keep our member information up to date, comply with privacy legislation and save unnecessary expenses.

In accordance with the Federal Privacy Act, we would like to inform you, that:

- According to our constitution (Article VII, Sec. 4g), the Pastor is **accountable** for maintaining and protecting all personal information. We follow federal government regulations which came into effect January 1, 2004, to protect personal information you provide to us.
- The only **use** we make of your information is in relation to congregational communication and ministry purposes. Your information is used to inform you about the life of the congregation and church, maintain your subscriptions to church publications and compile statistical and historical information about the ELCIC. We do not make our mailing lists, addresses and other information available to any outside organization.
- We are permitted to imply your **consent** to do this if it can be reasonably inferred from your actions or inaction; otherwise, please inform us via mail, email or fax.
- The information collected is **limited** to those details necessary for the identified purposes. Personal information is **retained** indefinitely for archival purposes unless you request to have it deleted.
- We endeavour to ensure that the information collected and used is **accurate**, up to date and as complete as possible. However, *individuals are relied upon to inform us of changes to their personal information*. You may request **access** to your personal information and if applicable, request that we make corrections or changes to your file.
- We apply appropriate **safeguards** to our computers and physical files. Access to personal information about you is restricted to those individuals who need to use the information for the identified purposes.

We welcome your inquiries concerning the practices that apply to the protection of your information.

THANK YOU!