**Organization:** The Redeemed Christian Church of God (Potter's House) Kitchener
**CRA registration:** 841874266RR0001
**Publication version:** 1.0

# Privacy, Consent & Responsible Storytelling Policy

## Purpose and application

The church may collect contact information for membership communication, donations, program registration, pastoral requests, volunteer coordination, welfare support and public storytelling. Data practices should be necessary, proportionate, secure and explained to the individuals concerned. Canadian federal and Ontario privacy requirements vary by activity; legal review is required where applicability is uncertain.

## Data categories and controls

Separate ordinary contact records from sensitive welfare, child, counselling, financial and health information. Minimize collection, apply access restrictions, do not use unsecured public spreadsheets for sensitive records, and avoid sharing identifiable beneficiary data with donors or other ministries without a valid basis.

## Consent for photographs and impact stories

Obtain informed, specific consent before using an identifiable individual's image, story, name or testimony for external publication. For children, obtain appropriate parent or guardian authorization and consider the child's welfare and preferences. Explain where content may appear, that it may be distributed online, and how to request review or withdrawal; do not promise complete removal from copies already shared.

## Welfare and health reporting

Use aggregated household and participant data. A donated food hamper or participation in a health talk must not be conditioned on appearing in fundraising materials. Never publish individual medical results, food insecurity circumstances, minors' records, immigration details or other sensitive personal information.

## Third-party platforms

Square, WordPress, mailing services and event tools may process data under separate terms. The church should maintain an inventory of vendors, the data provided, responsible account owners, retention rules and incident contacts. Website forms should display appropriate privacy notices and collect only what is needed.

## Access, correction, incidents and retention

Designate a privacy contact for access/correction requests. Document retention periods by record type, including CRA financial records, safeguarding evidence, event data and newsletter subscriptions. Adopt breach escalation and containment procedures; assess notification obligations case by case.