

Privacy Do and Don't ***Guidelines for editors and website managers***



Privacy Standards Policy

The Diocese of Ottawa privacy standards help us respect personal information and treat it with care and consideration. They are pertinent to the work and activities of all individuals, lay or ordained, paid or unpaid, serving the Diocese of Ottawa and any of its parishes. The guidelines, summarized below, are relevant to photos, articles, notes and comments published at websites, in e-newsletters, pew bulletins, reports and other print publications.

DO

- Request permission to publish faces, names, personal information
- Publish the names of persons who hold parish positions, along with their parish title and the parish address, parish telephone number, and/or parish email address, Though consent is not required, it is polite and respectful to let such persons know you will be including their name and parish position title on the website and/or in parish publications.
- Take special care when it comes to children. Including photos of children, especially at a parish website, must be approached very cautiously. The consent in writing of parents or other legal guardian should be obtained (see recommended text below). Children under the age of 16 cannot give such consent.
- Honour requests for privacy
- Keep your community aware of publishing projects and their intended audience. This will help them understand your requests for consent.
- At your website please record that the Diocese has a privacy policy which applies to all parishes and agencies of the Diocese and include a link to the privacy pages on the Diocese website:
http://www.ottawa.anglican.ca/Privacy_Policy.html

DON'T...

- Include photos of person(s) without their consent. Simply, when taking a photo at a parish event we should ask those who are identifiable in the photo for their consent to be in the photo, and we should advise them how it will be used (parish newsletter, on parish website, for inclusion in *Crosstalk* or other publication). If the person does not want to be included, the person's request must be honoured.
- Include other personal information about persons without explicit consent (verbal, at a meeting or social function, or written) that it can be published in our parish documents and website.

Personal information overview

Personal information is any factual or subjective information, recorded or not, about an identifiable individual. Personal information includes:

- Name
- Home address
- Home telephone number
- Age
- Marital status
- Donation information
- Photographs
- Digital images of a person

Personal information does not include the name, title, business address or business telephone number of an employee or volunteer of an organization. These things can be included without permission.

More details are provided in the [Privacy Standards Policy \(2011\)](#)