

## Website Privacy Do's and Don'ts

The Diocese of Ottawa has a Privacy Policy that protects personal information that might appear in all aspects of Diocese and Parish media including our websites and publications.

### **What is personal information?**

Includes: name, home address, telephone number, age, photograph of person and donation information. See the complete list in Diocese Privacy Policy available online:  
[http://www.ottawa.anglican.ca/Privacy\\_Policy.html](http://www.ottawa.anglican.ca/Privacy_Policy.html)

### **Basic Guidelines:**

- a) We must not include photos of person(s) without the consent of the person(s). Simply, when taking photos at parish events we should ask those who are identifiable in the photo for their consent to be in the photo and advise them how it will be used (parish newsletter, on parish website, for inclusion in Crosstalk or other publication etc.). If the person does not want to be included, the person's request must be honoured.
- b) The inclusion of photos of children, especially on a parish website, must be approached very cautiously. The consent in writing of parents or other legal guardian should be obtained. Children under the age of 16 cannot give such consent.
- c) We must not include other personal information about persons without their explicit consent for its inclusion in our parish publications and website.
- d) We can include the names of persons who hold parish positions, along with their parish title and contact information that is the parish address, parish telephone number or parish email address without their consent. Though consent is not required, it would be polite and respectful to let such persons know the intent to include their name and parish position title on the website and/or in parish publications.

### **Diocese Privacy Policy**

On 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.