

Parish Policies

St. Stephen the Martyr Anglican Church, Thunder Bay

Policy E1 - Privacy

Adopted by St. Stephen's Parish Council January 12, 2026

1. As an organization, St. Stephen the Martyr Anglican Church is committed to respecting the privacy of those who are participating in our organization.
2. The name and contact information of individuals, who are listed on the Parish List or who financially support St. Stephen's, will not be shared with any other organization, with the exception of those who hold parish positions may have their name and contact information shared with the Thunder Bay-North Shore Deanery Directory and Diocese of Algoma Synod Office.
 - a. Individuals who do not want specific contact information included in the Thunder Bay-North Shore Deanery Directory, are to make this request to the Pastor.
3. Written authorization will be required to publish an individual's cell phone number and email address on the parish bulletin, website, posters, or Deanery Net Word.
 - a. To provide written authorization, send an email to office@ststephenanglican.com with the following wording:

I authorize St. Stephen's to publish _____ *your cell phone number* _____ and/or
_____ *your email address* _____
_____ *your name* _____
4. The clergy, Church Wardens, Phoning Committee, and those approved by the Pastor and Church Wardens are authorised to have a Parish List. When the Parish List is printed, the name of the person to whom the list is given to, is printed on the paper.
5. The use of a photographic image that has identifiable individual(s) on St. Stephen the Martyr Anglican Church's website, Facebook page or external publication shall be used only with the written permission of the individual who is a resident in Canada, or their guardian if the individual is under the age of 18 years.
 - a. The newsletter is considered to be an internal publication.
 - b. Signing of the **Authorization to Release Photographic Image form** constitutes permission to use a photographic image as noted above.
 - c. If an individual wishes to withdraw his or her consent, a new **Authorization to Release Photographic Image form** is signed indicated that permission is not given.
6. The Vestry computer with this information shall be password protected, and access to this computer will be limited to the Pastor and people assisting with administration. The Pastor will authorize who is given a password.
7. Paper documents with an individual's contact information will be shredded prior to its disposal.
8. Any concerns about the breach of privacy shall be directed to the Pastor and/or Church Wardens.