

POLICY NAME: Use of DLUC Phone List

1. Purpose

- 1.1. This policy outlines appropriate and inappropriate use of the information in the *Deer Lake United Church Phone List* (hereinafter referred to as "Phone List").

2. Scope

- 2.1. This policy applies to anyone who has access to the Phone List, or information obtained in full or in part from the Phone List, directly or indirectly.
- 2.2. This policy pertains to printed and electronic versions of the Deer Lake United Church Phone List. It also pertains to distribution or call lists derived in part or in full from the Phone List for use with manual telephone calls, faxes, automated telephone dialers, text messages, email, social networking sites and other digital technologies.

3. Policy Statement

- 3.1. The Phone List contains information (see section 4. Definitions) pertaining to current congregants and employees, and past congregants and employees who wish to remain in touch with Deer Lake United Church. It is normally published by the Church Secretary twice a year.
- 3.2. Distribution of the Phone List shall be limited to congregants and church staff who have a legitimate need to contact people listed in it.
- 3.3. The Phone List, or information obtained from it in full or part, directly or indirectly, may only be used for personal or church-related communications. It may *not* be used for business purposes on solicitations of any kind not directly related to Deer Lake United Church.

4. Definitions

- 4.1. **Church Staff:** Employees or Volunteers of DLUC, Presbytery, or the United Church of Canada.
- 4.2. **Congregant:** An individual who is either on the official roll of DLUC (full member) or who regularly attends and supports DLUC (adherent).
- 4.3. **Phone List:** A printed document containing the names, street addresses, phone numbers and email addresses of Deer Lake United Church congregants and employees.

5. Responsibility / Owner

- 5.1. The DLUC Board Executive is responsible for ensuring that this policy is kept up-to-date and adhered to.

Warning – Uncontrolled when printed! The current version of this document is kept on www.dluc.ca.

Authorized by: [DLUC Board]

Staff position or organization responsible for authorising the policy

Maintained by: [Board Chairperson]

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2010/01/19]

Date the current version was approved

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6. Legislative Context / External References

7. Personal Information Protection and Electronic Documents Act. <http://laws.justice.gc.ca/en/P-8.6/>

8. Associated Documents / Internal References

- 8.1. None.

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