

# Archives & Privacy

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Diocese of Toronto  
Anglican Church of Canada

# Mandate

- collect and preserve the records of Synod, its officials, clergy, *parishes* and organizations.



# Services

We provide assistance with:

- [Records retention guidelines](#)
- [Transferring records to the Archives](#)
- [Privacy guidelines](#)
- Access to resources if parishes are preparing for an anniversary or writing a history of their church
- Baptism, confirmation, marriage and burial records



# Records Retention

- Parish Records Retention Guidelines
  - <https://www.toronto.anglican.ca/parish-administration/archives/information-for-parishes/>

## *Parish Records Retention Guidelines*



This guideline has been created to help congregations to establish a records retention schedule to ensure that records are actively managed and do not become overwhelming to weed through in years to come. As many congregations move towards using less paper and keeping records electronically, these guidelines should also be applied to electronic records.

A **records retention schedule** identifies the types of records created by a congregation/parish and the parish leadership and determines their retention and disposition. This guideline provides a sample records retention schedule that your congregation can use to manage your records. If your congregation or leadership creates records not on this schedule and you are uncertain how long to keep them, contact the Archivist for more information.

All record types with **permanent** retention are considered archival and should be transferred to the Archives when the records are no longer actively used or accessed. It is good practice to send such records



# Parish Records

- Canon 14 Vestries, Section 16
- Records of historic or legal importance
- Review records routinely
  - destroy records past retention
  - Remove duplicates/drafts
- Send items for permanent retention to Archives
  - Complete records transfer form
  - Confirm transfer arrangements with Archivist



# Caring for Records

- Caring for records at the parish
  - Stored off floor
  - Stored on metal shelving
  - Stored in relatively stable temperature and humidity
- Fragile records
  - Encouraged to send to archives for better preservation



# Electronic Records

- Naming conventions
- File structures
- Review for retention
- Implement digital preservation strategies
  - Back-up regularly



# Privacy

- Provincial privacy legislation
  - Freedom of Information and Privacy Protection (FIPPA)
  - Municipal Freedom of Information and Privacy Protection (MFIPPA)
- Federal privacy legislation
  - Personal Information Protection and Electronic Documents Act (PIPEDA)





# Privacy

- Not for Profits in Ontario not subject to privacy legislation unless engaged in commercial activities
- Best practice
- Diocesan Centre Privacy Standards Policy
  - Parishes should develop own policy



# Privacy

- Personal information includes:
  - Home address & phone number
  - Personal email address
  - Credit card information & donation information
- Photo Directories
  - Obtain permission
- Group emails
  - BCC function



# Privacy

## Personal Health Information Protection Act (PHIPA)

- Parish Nurse programs
  - Personal Health Information
  - Health information custodian
    - Parish Nurse
    - Not the parish



# Support

- Claire Wilton, Archivist & Privacy Officer
  - 647-578-9729
- Sarah McDougall, Archives Assistant
  - 647-578-9769
- Open to visitors by appointment only
- Located in the basement of the Diocesan Centre

