



**The United Church of Canada
L'Église Unie du Canada
Ministry and Employment Unit**

Ministry Personnel Change of Personal Information Form (PR 405)

This form is to be filled in and submitted each time there is a change in any of the data originally submitted by the ministry personnel in form PR 404. Please print clearly.

Name

Surname: _____ Given Name(s): _____

Part 1

Information to be added, deleted, or changed

Field (e.g., address, e-mail address, cell phone number): _____

Previous information (if previous information is to be deleted): _____

New information: _____

Information to be added, deleted, or changed

Field (e.g., address, e-mail address, cell phone number): _____

Previous information (if previous information is to be deleted): _____

New information: _____

Information to be added, deleted, or changed

Field (e.g., address, e-mail address, cell phone number): _____

Previous information (if previous information is to be deleted): _____

New information: _____

Signature

Effective date of change(s)

Signature

Month Day Year

Policy on the Collection, Protection, and Retention of Ministry Personnel Personal Information in Part 2 of Form PR 404 and in Part 2 of Form PR 405

Purpose

The United Church of Canada is committed to being an intercultural church. In addition, the United Church of Canada is supportive of diversity among its ministry personnel and is committed to increasing its awareness of the demographic diversity of its ministry personnel.

Policy

1. The collection of demographic information on ministry personnel that is of a personal nature shall be the responsibility of the Ministry and Employment Unit.
2. The collection of demographic information on ministry personnel shall be undertaken periodically by the Ministry and Employment Unit.
3. The collection, protection, and retention of demographic information on ministry personnel shall comply with The United Church of Canada's Personal Information Policy (found at www.united-church.ca/leadership/supporting-ministry/ministry-vitality; see Downloads at bottom of page). In the event of a discrepancy between the provisions of this policy and The United Church of Canada's Personal Information Policy, the terms of the latter policy shall apply.
4. Demographic information collected may include such information as marital status, gender identity, sexual orientation, ethnic origin and diversity, disabilities, etc.
5. Ministry personnel may choose to provide the information requested. Ministry personnel are not required to provide this demographic information to the Ministry and Employment Unit and there will be no adverse consequences to them if they choose not to provide the information.
6. The Ministry and Employment Unit shall ensure that such information is protected and is only able to be linked to an identifiable member of the ministry personnel by authorized staff of the General Council Office for data entry, database support, and demographic statistical analysis purposes.
7. Data on languages spoken may be linked to identifiable ministry personnel and shared with those responsible for the Admissions program, to assist in communicating with applicants for admission whose skills in English or French may be limited.
8. The information gained through the collection of demographic information on ministry personnel shall not be used for call, settlement, appointment, or employment purposes.
9. The Ministry and Employment Unit shall report periodically to the General Council Executive through the Permanent Committee on Ministry and Employment Policies and Services on the demographics of ministry personnel. Such reports will not link demographic information to identifiable ministry personnel.
10. The demographic information on ministry personnel shall be retained in accordance with procedures established by the Archives of The United Church of Canada.

Part 2

This data will be retained for statistical purposes only.

Information to be added, deleted, or changed

Field (e.g., marital status, languages spoken fluently): _____

Previous information (if previous information is to be deleted): _____

New information: _____

Information to be added, deleted, or changed

Field (e.g., marital status, languages spoken fluently): _____

Previous information (if previous information is to be deleted): _____

New information: _____

Signature

Effective date of change(s)

Signature

Month Day Year

Distribution

- Please mail this form to:
 Pastoral Relations, Ministry and Employment Unit
 The United Church of Canada
 3250 Bloor St. West, Suite 200
 Toronto, ON M8X 2Y4
 or fax it to 416-232-6072
 or scan and e-mail it to MinistryandEmployment@united-church.ca
- Retain a copy of the completed form for your records.