CHURCH OF THE NAZARENE

CANADA CENTRAL DISTRICT

NAZSAFE

Legal Compliance & Records Governance Package

Canada Central District – Church of the Nazarene

SECTION 1: Records Release & Cooperation Policy

Purpose

This policy establishes a legally compliant and insurance-aligned procedure for responding to requests for documents related to allegations, incidents, claims, or investigations. The Church affirms its commitment to lawful cooperation, protection of personal information, proper documentation, and fulfillment of insurance obligations.

Authority to Release Records

No staff member, volunteer, or board member may independently release documents. Records may only be released upon written request from law enforcement, insurance adjusters, legal counsel, or child protection authorities and must be approved by the Lead Pastor and Board Chair. District Superintendent and insurer notification is strongly recommended for serious incidents.

Mandatory Reporting

Where abuse of a minor is suspected, reporting must occur immediately in accordance with provincial law. Reporting must not be delayed pending internal review or insurance notification.

Document Preservation

Upon awareness of a potential allegation or claim, all relevant documents must be preserved. No records may be destroyed, altered, or deleted. Email accounts must not be purged.

Privacy & Redaction

Only documents specifically requested shall be released. Unrelated personal information must be redacted. A complete copy of all disclosed documents must be retained, and every disclosure must be logged.

Record Retention

Incident reports should be retained for a minimum of 10 years. Files involving minors should be retained until the individual reaches age 18 plus applicable limitation periods (recommended permanent retention). Insurance claim files should be retained permanently.

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SECTION 2: NazSafe Disclosure Record Log

Church Name: _____

Incident Reference #: _____

Date Request Received: _____

Requesting Agency/Individual: _____

Legal Authority Cited: _____

Documents Released: _____

Method of Transmission: ☐ Secure Email ☐ Registered Mail ☐ Courier ☐ In-Person

Date Released: _____

Approved By (Pastor): _____

Approved By (Board Chair): _____

District Notified: ☐ Yes ☐ No

Insurance Notified: ☐ Yes ☐ No

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SECTION 3: Document Preservation Notice

Date: _____

To: Relevant Staff and Ministry Personnel

Re: Preservation of Documents

You are hereby directed to preserve all documents, electronic communications, records, notes, text messages, emails, reports, screening files, and related materials concerning the referenced matter.

Effective immediately:

- No deletion of emails
- No alteration of documents
- No destruction of files
- No discussion outside authorized parties

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SECTION 4: Board Adoption Resolution

That the Local Church Board formally adopt the NazSafe Legal Compliance & Records Governance Policy and affirm its commitment to compliance with Canadian privacy legislation, mandatory reporting obligations, insurance cooperation requirements, and proper document retention procedures.

Adopted this ____ day of _____, 20___

Board Chair: _____

Pastor: _____