

ARROWSMITH COMMUNITY JUSTICE SOCIETY
Board of Directors
Personal Information Protection



Adopted: 14 Oct 2014

GUIDING PRINCIPLE

The ACJS Board of Directors recognizes that individuals have a right to privacy and that ACJS has a responsibility to handle personal information appropriately. As a non-profit organization, the ACJS is guided by the National *Personal Information Protection Act (PIPA)* and as such, is responsible for ensuring the appropriate handling of all personal information under its control or custody.

PROCEDURE

1. ACJS shall ensure that those acting on behalf of the organization, are aware of the organization's responsibility in relation to PIPA and that they will handle information with due consideration for each situation and the sensitivity of the information involved.
2. ACJS shall:
 - a. Collect, use and disclose information for legitimate and reasonable purposes only.
 - b. Limit the collection of personal information to that which a reasonable person would consider necessary to fulfil the purposes of the organization. This will include information collected for:
 - i. Volunteer selection and reference information
 - ii. Contact information
 - iii. Evaluation data in reference to cases handled by them.
 - c. Recognize the individual's right to:
 - i. Know information is being collected and for what purpose
 - ii. Upon request, see and correct personal information held on file.
 - iii. Make a complaint regarding the handling of their personal information.
 - d. With regards to Fundraising – the privacy of donors will be respected and ACJS will:
 - i. Keep records confidential
 - ii. Not exchange, rent or otherwise share its fundraising list
 - e. Appoint a *Privacy Officer* with the specific responsibility to ensure that ACJS complies with PIPA requirements. The officer shall be the coordinator. At any time that the privacy officer or any clients shall request another person to handle a complaint, the board Chairperson shall be the alternate *Privacy Officer*.