



## THE FRIENDS OF PRESQU'ILE PARK POLICIES & PROCEDURES

**Policy Name:       PRIVACY**

**Reference:         010**

---

### **POLICY**

The Board of Directors is committed to protecting the personal information provided to it by its members, volunteers, employees, donors and customers.

The Corporate Secretary is responsible for ensuring that personal information is collected, maintained and safeguarded as required by the procedures.

Personal information will not be shared internally except as required for approved business purposes. Only the minimum necessary personal information will be collected as required to meet approved business needs.

Personal information will be appropriately safeguarded. On request, members, volunteers, employees and customers can access their personal information held by the organization as provided by law.

The Friends of Presqu'ile Park will not sell personal information or otherwise distribute.

### **PROCEDURES**

1. The Corporate Secretary will maintain a list of the type of personal information collected, the reason that it is collected, custody and safeguarding requirements, and retention requirements.
2. The Corporate Secretary will ensure that consent is obtained prior to collecting personal information. Generally, consent will be requested as a "check box" on information collection forms.
3. All external requests for access to personal information will be handled by the Corporate Secretary.
4. Personal information will be destroyed after 7 years unless specified otherwise by law or when no longer needed for business requirements.
5. Paper copies of personal information no longer required are to be shredded. Electronic copies of such information are to be deleted.