

Family Ties Confidentiality Policy

INTRODUCTION

Family Ties Carrefour Famille New Carlisle (Family Ties) is committed to protecting the privacy of personal information which the organization collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework for Family Ties in dealing with privacy considerations and to inform members and others of what this entails.

POLICY

Family Ties collects and administers a range of personal information to ensure staff and membership lists are updated, to record participation and to evaluate and inform programming. The organization is committed to protecting the privacy of personal information which it collects, holds and administers.

Family Ties recognizes the essential right of individuals to have their personal information protected and to know what this information consists of, as well as to withhold their consent for the organization to hold such information. These privacy values are reflected in and supported by our core values as well as being reflected in the framework of this policy, which is compliant with the Quebec Law 25.

Family Ties is bound by Law 25, which imposes specific obligations when it comes to handling information. The organization has adopted the following principles as minimum standards in relation to handling personal information:

Family Ties will

- Collect only information which the organization requires for its primary function
- Ensure that members are informed as to why we collect the information and how we administer the information gathered
- Use and disclose personal information only for our primary functions or a directly related purpose (with the person's consent except in circumstances outlined in Law 25)
- Store personal information (on paper and electronically) securely, protecting it from unauthorized access
- Provide members and staff with access to their own information, and the right to seek its correction
- Designate an employee, namely the director, to be responsible for the protection of personal information held by the organization
- Document details of any breaches in confidentiality in an Incident Log and follow the Incident Management Plan in the case of personal details being accessed without permission, including the reporting of high risk incidents to the Commission d'accès à l'information

Heather MacWhirter (Director)
Family Ties Carrefour Famille New Carlisle
208A Gerard D. Levesque, New Carlisle, Quebec, G0C 1Z0
Tel. 418-752-7265