



North Perth Community of Character  
Character Council  
Privacy Policy

### Policy Purpose

The North Perth Community of Character respects the privacy of our members, volunteers, donors, sponsors and stakeholders.

We are committed to ensuring that appropriate measures and safeguards are in place to protect specific information that is held for the purpose of the program. We adhere to all legislative requirements with respect to privacy. We do not rent, sell or trade mailing lists.

We understand that some of the information we hold on members, volunteers, donors, sponsors and stakeholders is private, which is why we collect personal information only for the following purposes:

- i. To establish and maintain a responsible relationship and provide ongoing service and support.
- ii. To conduct appropriate screening procedures for those volunteers and who may find themselves in a position of trust with the organization
- iii. To develop, enhance, market or provide opportunities consistent with the organization's mandate.

### Accountability

The Community of Character will ensure that all private information is protected. Information will not be transferred to third parties without the consent (express or implied) of the individual.

The Board of Directors will designate an individual to be responsible for ensuring privacy and compliance with all privacy legislation. This person will also be responsible to implement procedures and train all employees and volunteers.

### Consent

Members, volunteers, donors, sponsors and stakeholders do have choices and can refuse or withdraw consent for us to keep and use information. They may request that their name be removed from our various lists; they can refuse to provide personal information to us; and they may withdraw consent at any time. In all cases this may limit the Community of Character's ability to provide appropriate service and support to these individuals.

### Limiting Collection

The collection of personal information will be limited to that which is necessary for the purposes identified by the organization. Information will be collected by fair and lawful means.

### Limiting Use, Disclosure & Retention

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information must be retained only as long as necessary for the fulfilment of those purposes.

### Accuracy

At all times, we strive to keep personal information accurate and up-to-date for the purposes identified above.

Safeguard

Personal information will be protected, and/or disposed of, by security safeguards appropriate to the sensitivity of the information. Access to information will be on a “need to know” basis only. The community of Character will make readily available to interested parties specific information about its policies and practices relating to the management of personal information.

Upon request, an individual will be informed of the existence, use, and disclosure of his or her personal information and will be given access to that information. An individual will be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Challenging Compliance

The Community of Character will investigate all privacy complaints and respond appropriately. Complaint procedures will be kept in place and available to all members, clients, volunteers, staff, donors, sponsors and stakeholders.

Date of Adoption: \_\_\_\_\_ May 19, 2020 \_\_\_\_\_

Date of Last Review: \_\_\_\_\_ May 19, 2020 \_\_\_\_\_

Signature of Character Council Chair: \_\_\_\_\_ Sue Shepski \_\_\_\_\_