

Mimico Co-operative Homes Incorporated

Board Policy No. 3

PERSONAL INFORMATION PROTECTION POLICY

**Approved by the Board of
Directors on November 30, 2004.
Revised on November 25, 2015**

Personal Information Protection Policy

1. PURPOSE OF THIS POLICY

The purpose of the Personal Information Protection Policy is to establish a process and to appoint a Personal Information Officer to ensure that the Co-op follows the Personal Information Protection and Electronic Documents Act and uphold its principles.

2. APPOINTMENT OF THE PRIVACY OFFICER

The co-op's privacy officer will be appointed by the Board from time to time. The Privacy officer must be a member in good standings.

3. DUTIES AND RESPONSIBILITIES OF THE PRIVACY OFFICE

The Personal Information Protection Officer will:

- Review the Co-op's policies and practices for dealing with personal information.
- Make written recommendations to assist the Co-op in complying with the Act as necessary.
- Provide information to members and the public about how the Co-op collects and protects personal information.
- Deal with inquiries or complaints procedures outline in paragraph 4.

4. COMPLAINTS PROCEDURE

The procedure for dealing with complaints about how the co-op handles personal information is as follows:

- A member must first talk with the Privacy Officer to ensure the PIPED Act covers the subject of the complaint
- If it appears that the Co-op has not followed the PIPED Act, then the member must provide a written letter to the Privacy Officer.
- The member must give the Privacy Officer at least a two-week turnaround time for a response.
- If the member is not satisfied with the response, the member can take his/her complaint to the Federal Privacy Commissioner.

5. HOW ARE PERSONAL INFORMATION COLLECTED, USED AND STORED

The purpose for collecting personal information:

- The Co-op will only collect the personal information that it requires to ensure sound managements of the Co-op and to fulfil its obligations to its members and the government.
- The Co-op will use and share personal information only with the agreements of the individuals concerned or as permitted by law and government agreements that apply to the Co-op, or the Co-op by-laws and occupancy agreements.
- The Co-op will store personal information securely to prevent unauthorized use. The Co-op will destroy personal information when the Co-op no longer needs it.

6. HOW CAN MEMBERS ACCESS THEIR PERSONAL INFORMATION

Individuals will, on request, have access to any personal information about themselves that the Co-op has. The Co-op will correct any error in personal information that the individual brings to its attention.

7. AMENDMENT TO THIS POLICY

This policy may be amended from time to time and only by the Board of Directors. All amendments must be approved at an official board meeting.

8. CONFIDENTIALITY

The Personal Information Protection Officer must never reveal any confidential information about the Co-op or its members. Any breach of this obligation will result in removal by the board.

Revised by the Board of Directors of Mimico Co-operative Homes Incorporated at a meeting properly held on November 25, 2015.


Secretary _____ c/s