

# Society of St. Vincent de Paul Toronto Central Council

## Policy Manual

**Policy:** Privacy Policy

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### Statement of Intent or Purpose:

The Society of St. Vincent de Paul, Toronto Central Council (hereinafter referred to as the “Society”) does not trade, rent or sell any personal information to third parties.

### Accountability:

The Society is responsible for protecting an individual’s personal information under its control. Examples of personal information include name, address, and financial information used at the conference level. The Executive Director shall be responsible for the ensuring the Society’s compliance with the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) and its ten Privacy Principles (even though the legislation, which addresses “commercial activities”, does not directly impact our operations and procedures). Only authorized members of staff and volunteers have access to an individual’s personal information.

### Identifying Purposes and Consent:

**Donors:** The Society will collect only the basic information necessary to generate charitable income tax receipts.

**Recipients:** The Society and its volunteer members will collect only information necessary to fulfill their role as stewards of the donated funds and to aid in determining levels of financial support to be offered by the Society. For recipients who request Christmas assistance, the recipients name may be forwarded to the Christmas Bureau for registration purposes.

Vincentians shall not keep copies of a recipients identification and must demonstrate restraint and concern in the handling of all personal information.

Safeguards:

Each volunteer or employee who works with personal information will ensure it is only made available to authorized persons and only used for the purposes for which it was collected.

Safeguards are in place to protect personal information from theft as well as unauthorized access, disclosure, copying or modification. Persons who have access to personal information shall sign a confidentiality document prior to gaining access to this information.

Program Specific Information Management:

Employees will receive training in information management as directed by funders for the various Special Works. It is understood that employees must, from time to time, sign privacy agreements specific to funder requirements. Copies of these agreements shall be kept on file by the affiliated program management team.