

St. Leonard's Society of Canada
Privacy Policy - Approved at the Annual General Meeting of May 29, 2004

St. Leonard's Society of Canada Commitment to Privacy

St. Leonard's Society of Canada is committed to protecting the privacy of the personal information of its employees, members, donors and others. St. Leonard's values the trust of the public and personnel, and recognizes that this necessitates an accountability in how personal information is handled.

During the course of SLSC activities and projects, personal information is gathered and used for the purposes of notification of special events, fundraising, Newsletter distribution and for the provision of information on current programs or services. Information is not rented, sold or traded.

Defining Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual or organization. However, business contact information and publicly available information such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

Privacy Practices

Personal information gathered by St. Leonard's is kept in confidence. SLSC personnel are authorized to access personal information based only on the need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. Measures are also taken to ensure the integrity and maintenance of information and to prevent its being lost or improperly destroyed.

St. Leonard's collects, uses and discloses personal information only for purposes that a reasonable person would consider appropriate. SLSC routinely offer individuals the opportunity to opt not to have information used for purposes beyond those for which it was explicitly collected.

Website and Electronic Commerce

Password protocols are in place to protect personal and other information received, when a product or service is requested.

Updating of Privacy Policy

St. Leonard's Society of Canada reviews privacy practices and updates policies as deemed necessary via the Policy Review and Social Action Committee, National Executive Director and Board of Directors.

Contact Information

Questions, concerns or complaints relating to SLSC privacy policy and the treatment of personal information should be directed to the Privacy Officer by telephone 1-888-560-9760 or by e-mail to: slsc@on.aibn.com.

N.B. Further information on privacy rights concerning your personal information may be found on the website of the Privacy Commissioner of Canada at www.privcom.gc.ca.