



58 Queen Street South, Kitchener, Ontario • N2G 1V6 • Telephone (519) 743-1151 • Fax (519) 743-3840

Privacy Commitment

Date: _____

Name: _____

Policy on Privacy of Personal Information

The privacy of our participants is important to us. At the Working Centre we are committed to respecting the privacy of our participants through the protection of their Personal Information.

The following outlines our commitment to our participants:

Purpose and Consent: Before collecting Personal Information, or at the time of collection, we will explain to people the purpose of collecting it and obtain their consent.

Limiting Collection: We will limit the collection of Personal Information to what is reasonable under the circumstances and the information will be used only for the purpose for which it is collected.

Security: Personal Information will be kept confidential and secure and will not be disclosed to anyone outside our organization without consent, unless required by law.

Access: People have the right to access their own Personal Information, and to correct any inaccuracies.

Openness: This policy is posted on our web site: www.theworkingcentre.org. Any updates will be posted as they are made. Print copies are also available at The Working Centre's 58 Queen Street location.

Our policy is based on the following 10 principles, which form part of the Personal Information Protection and Electronic Documents Act (the "Act"), which establishes rules governing the collection, use and disclosure of Personal Information by the private and non-profit sector.

Our 10 Privacy Principles:

1. Accountability: All personnel at The Working Centre are responsible for maintaining and protecting all Personal Information under their control. We have designated a Privacy Coordinator to oversee the Working Centre's compliance with the Act and our 10 Privacy Principles.

2. Identifying Purposes: We will identify the purposes for which Personal Information is collected, either before or at the time of collection.

3. Consent: We will only collect, use and disclose Personal Information with the knowledge and consent of the person, except where otherwise required or permitted by law.

4. Limiting Collection: We will limit the collection of Personal Information to only those details that are necessary for the purposes identified.

5. Limiting Use, Disclosure and Retention: Personal Information will only be used or disclosed for the purpose for which it was collected, unless the person has otherwise consented, or when it is required or permitted by law. We will only retain Personal Information for the period of time required to fulfill the purposes for which it was collected, or as required by law.

6. Accuracy: We will keep Personal Information we collect as accurate, complete and up-to-date as necessary to fulfill the purposes for which it was collected.

7. Safeguards: We will protect the Personal Information we collect with security safeguards appropriate to the sensitivity of the information.

8. Openness: Information about our policies and practices relating to the management of Personal Information will be made readily available to the person.

9. Access: At request, we will inform people of the existence, use and disclosure of their Personal Information, as well as give them access to the information. People have the right to challenge the accuracy and completeness of their information, and to amend it as necessary.

10. Asking Questions: People may contact us with any questions, complaints or suggestions with respect to the above principles.

I, _____ commit to upholding these commitments and principles in my capacity as a staff member at The Working Centre.

Signature

Witness