

The Fairlawn Neighbourhood Centre's (FNC) position with respect to the Personal Information Protection and Electronic Documents Act (PIPED), effective January 1, 2006

Accountability: The Executive Director will be directly responsible for setting such policies and for overseeing their effectiveness.

Background: The Centre has always been careful to ensure the privacy of information supplied by its members. We ensure that our staff and instructors are aware of our PIPED policy.

Identifying Purposes: The kinds of information regularly received and gathered via membership forms, program registration cards and PAR Q's is as follows:

- Name
- Home Mailing Address
- Home and work phone Numbers
- Contact and phone in event of an emergency
- Age (in some cases)
- e-mail Address
- Person's name accompanying someone to a class
- Health Card #
- Personal Fitness Evaluation

Identifying Purposes: This information is collected with respect to a specific program that the person is registering for and is used to create a class list for attendance purposes. Phone numbers are collected in the event it is necessary to change a scheduled class or in the event of an emergency if it is necessary to contact the family. Medical history on the PAR Q is used to ensure the individual feels medically fit to undertake the specific instruction. E-mail addresses are collected as an alternate way to contact members concerning current and upcoming programs.

Safeguards: Personal information is stored in our office. Registration lists remain in our office under lock. Attendance lists stored elsewhere only contain a members name and individual accompanying them to class (if applicable) with no other data

Information Access: A member may see the individual personal information we store on our data base at any time, subject to providing the appropriate identification.

Limiting use, disclosure and retention: We do not release the personal information about an instructor or member without their consent. Our computers and data is protected by password. Data no longer in use is either paper

shredded or stored under lock and key. Electronic files are purged every six months. **We do not sell or loan our email lists to any outside agency.**

- 1) **Consent:** Membership Forms have been revised to indicate how personal information will be used. In particular the form indicates how e-mails may be used to advise members of upcoming events. A member's signature indicates their consent.
- 2) **Openness:** Anyone with concerns on our information management policies or procedures may speak directly with the Executive Director.