

Introduction

The Justice Institute of British Columbia Foundation (the “Foundation”) responsibly safeguards the privacy of its volunteers, donors, and supporters. The Foundation understandsthe

- 3.2 From January 1, 2004, the Foundation will either seek express written consent from donors to collect, use and disclose their personal information or rely on implied consent for information that is voluntarily provided to the Foundation for a particular purpose. In both cases, the information will only be used for the purpose for which it was provided and the individual will be given a clear and meaningful way to opt out.
- 3.3 In the event that the Foundation wishes to use the personal information for a different purpose for which it was originally collected, new consent will be sought and obtained.
- 3.4 The Foundation will not, as a condition of the supply of a service or product, require an individual to consent to the collection, use or disclosure of personal information beyond that which is required to carry out the stated purpose.
- 3.5 An individual may withdraw their consent at any time, subject to any legal or contractual restrictions.
- 3.6 In accordance with PIPA, consent is not required to collect, use or disclose employee personal information if such information is necessary for establishing, maintaining or terminating an employment relationship. An employee is defined in PIPA to include a volunteer. Accordingly, employee and volunteer personal information will continue to be collected, used and disclosed for these purposes.
- 3.7 As of January 1, 2004, if the Foundation collects employee personal information about an employee, it will advise the employee that the information is being collected and the purpose for its collection. For example, the Foundation will collect birthdays and home addresses of Board members in order to comply with the *Societies Act* and retain its Registered Charity status. However, there may be circumstances in which such notice will not be provided such as in the course of an investigation.

asked to consent to the new proposed use or disclosure. There may be circumstances, however, where such consent will not be sought, such as to comply with law.

- 5.2 The Foundation will not provide personal information to third parties without your express consent. When information is provided to a third party, the Foundation will ensure that the third party protects that information in accordance with PIPA and this policy.
- 5.3 The Foundation will retain personal information only for so long as it is necessary to fulfill the stated purpose for which it was collected in the firstse neut.5 (o)-6.6 (r)10.n f4-1.3t2 (at)-6 (n)-0.8 (i)-3.3 (n)

- 7.3 The Foundation will ensure that all staff are aware of the importance of maintaining the confidentiality and security of the personal information. All staff will be required to read and sign a copy of this policy. Casual volunteers (i.e. event volunteers who do not access personal information) will not be required to read and sign a copy of this policy.
- 7.4 The Foundation will take care to ensure that the disposal or destruction of personal information will be accomplished in a secure manner so as to ensure that unauthorized persons do not gain access to the information. Typically, information in paper form will be shredded and information in electronic form will be deleted.

8 Openness

- 8.1 The Foundation shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.
- 8.2 Copies of this policy will be made available upon request and it will be posted on the Foundation section of the website.

9 Access to Personal Information and Correction

- 9.1 Individuals may request access to their personal information that is in the Foundation's possession or control at any time. Such requests must be made in writing and contain sufficient detail to enable the Foundation to identify the individual and the personal information being sought. After receipt of such a request, and within 30 days, the Foundation will provide you with a complete accounting of your personal information in its possession or control.

business days. Please note that such requests may be subject to legal or contractual restrictions. All such requests are to be directed to the Foundation's Privacy Officer.

10 Compliance and Challenges

Any complaints arising out of this policy and the Foundation's handling of personal information must be made to the Foundation's Privacy Officer, in writing. The Privacy Officer will respond to any such complaint within 30 days, unless the complainant and the Foundation agree to a longer period of time. If the complaint is not resolved to the complainant's satisfaction, the complainant may then contact the Commissioner for assistance. The Commissioner may be contacted at:

P.O. Box 9038, STN PROV GOVT
Victoria, British Columbia V8W 9A4
Ph: 250.387.5629
Web: www.opic.bc.ca

Changes to this Policy

The Foundation will periodically review this policy and make changes as necessary. If changes are made, they will be posted on the website.

Contact Us

If you have any questions, please do not hesitate to contact our Privacy Officer:

The JIBC Foundation
715 McBride Boulevard
New Westminster, BC V3L 5T4
Ph: 604.528.5986
Email: foundation@jibc.ca

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