



*Fraser Basin Council*

## **CORPORATE POLICY**

### **PRIVACY POLICY**

Title: Privacy Policy  
File: Administration  
Number:

Date of Origin: October 4, 2005  
Date of Revision:

Recommended By: Manager, Council Operations  
Reviewed By: FBC Staff  
Approved By: Board approval

As required by both Federal and Provincial legislation, the Council has undertaken a number of activities to ensure the safety of personal information that is collected:

1. Identified the position of Manager, Council Operations as the Privacy Officer for the Fraser Basin Council.
2. Developed a Privacy Policy that will be included in the Basin News and on the Council's website and will provided to any staff, Director, client, supplier or member of the public who requests it.

The policy is attached.

## **PRIVACY POLICY**

At Fraser Basin Council (FBC) we know that protecting the privacy of your personal information is important to you. When you become a Director, a supplier, a supporter or ask to receive organizational information from the Fraser Basin Council, you trust us with personal information. We will do whatever we can to protect your information and maintain your trust.

This policy deals only with personal information handled by the FBC. Personal information is information about an identifiable individual, excluding business contact information.

To protect your information we will be guided by the following principles.

### **1. Accountability**

The Fraser Basin Council is accountable and responsible for protecting your personal information and for responding to any of your concerns. To assure our accountability, the Council has designated responsibility for compliance with these principles to a Privacy Officer:

Manager, Council Operations  
Phone: 604-488-5350  
Fax: 604-488-5351

Any questions about the Council's handling of personal information should be directed to the Privacy Officer.

### **2. Purpose for collecting your personal information**

When FBC collects personal information from you we will tell you why we need this information.

The normal reasons that we would collect your personal information are:

- \* To provide and administer services or products, including workshops and Conferences
- \* To provide you with information
- \* To understand your needs and interest in the FBC
- \* To maintain our relationship with you
- \* To help raise funds for the FBC

### **3. Consent for collecting, using and disclosing your personal information**

FBC will obtain your consent to collect, use, and disclose your personal information excluding exceptional circumstances (such as compliance with a police investigation).

Consent may be implied or express. For example, if you provide us with personal information to obtain a service we will assume you have given us consent to collect and use your information as required to administer and provide the service. And if you provide us with personal information with a donation we will assume that you have granted consent to administer the donation and send you further information about the Council. Other times, however, such as when registering for an event or conference, we will ask for your express consent on the registration form.

You may withdraw your consent at any time with reasonable notice and with the knowledge that withdrawal may prevent us from providing further information.

### **4. Limits on collecting your personal information**

FBC will only collect personal information that is reasonable to collect for the purposes above.

### **5. Limits on the use, disclosure and keeping of your personal information**

FBC will only use and keep your information for the purpose that it was collected.

FBC will not disclose your personal information without your consent.

FBC may use your personal information to periodically to gather information from you or request your support.

FBC will retain your personal information only as long as necessary to fulfill our business purposes.

### **6. Accuracy**

FBC will make reasonable efforts to ensure that your personal information is accurate, complete, and current.

If you demonstrate the inaccuracy of your personal information we will amend it or if we cannot agree to change it (for example, records for charitable purposes) we will make a note that a correction was requested but not made.

## **7. Keeping personal information private**

FBC will take all reasonable measures to protect your personal information.

Staff that handle your personal information will know this code and how to keep your information secure. This includes precautions such as office alarms, locking file cabinets, passwords to electronic files.

FBC will also use appropriate measures when disposing of personal information.

## **8. Openness**

FBC will make every effort to be open about how we protect your personal information. The FBC Privacy Code and the name and contact information of the Privacy Officer will be made available to all staff, Directors, suppliers and supporters on request. Information about it will be disseminated through our newsletter and verbally.

## **9. Your access to your personal information**

Upon request, and with reasonable notice, FBC will share with you all or your personal information that we maintain. If you wish to see your personal information write or call the Privacy Officer.

If the information is shown to be inaccurate we will correct the information.

## **10. Compliance**

Enquiries and concerns regarding our Privacy Code or your personal information should be directed to the Privacy Officer at FBC.