

Personal Information Protection Policy

Purpose of the policy:

To protect the dignity of members and the security of personal information the Co-op may gather on individuals, in compliance with the Personal Information Protection Act (PIPA) and its principles.

Policy

1. The Board will appoint two (2) personal information protection officers (PIP officers).
2. The board will:
 - Provide the PIP officers with a job description outlining duties as per PIPA and its principles.
 - Ensure the PIP officers receive appropriate training
 - Ensure the PIP officers fulfil their duties
 - Co-operate fully with the PIP officers in the performance of the officers' duties and in implementation of the policy
3. The co-op shall only collect the personal information that it requires to ensure sound management of the co-op and to fulfil its obligations to its members and the government.
4. The co-op shall use and share personal information only with the agreement of the individuals concerned, or as proved for in PIPA.
5. The co-op will store documents that contain personal information securely to prevent unauthorized use. The co-op will destroy personal information when the co-op no longer needs it.
6. Individuals will, on written request, have access to any personal information about themselves that the co-op has. The co-op will provide the information with 30 days, except where to do so would be in violation of PIPA. The co-op will correct any errors in personal information that the individual brings to its attention.
7. All directors and management staff will sign a confidentiality agreement. Any designated members who have access to some personal information or co-op confidential information will also sign the agreement.

8. Any minutes or records of discussion on members, residents or applicants will not contain their personal information, except for “in camera” minutes. Minutes of the “in camera’ portion of meetings will be kept separate from the regular minutes, and stored securely, to prevent unauthorized use.