

# Personal Information Protection Act (PIPA) Officer

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## **Purpose of the policy:**

- To clarify the role of the PIPA Officer. The PIPA Officer will ensure that the co-op follows the Personal Information Protection Act, its principles and the co-op's personal information protection policy.

## Job Description

1. Review the Co-op's policies and practices for dealing with personal information.
2. Make recommendations on how the Co-op can make changes and follow the PIPA act.
3. Provide information to members and the public about how the co-op protects personal information.
4. Handle all complaints as outlined in the complaints procedure.
5. The PIPA officers will report to the General Membership with periodic reports to the Board.
6. The PIPA officer serves for 1 year and is appointed annually by the Board of Directors at the first board meeting after the AGM.