



# CARIBOO FAMILY ENRICHMENT CENTRE

*Strengthening the Quality of Personal, Family, and Community Life*

## Cariboo Family Enrichment Centre

### Privacy Policy

**Policy No. O-037**

Effective: August 2016

### Policy Statement

#### Introduction

The Privacy Policy outlines the Cariboo Family Enrichment Centre's (CFEC) commitment to protect the privacy and confidentiality of personal information.

The Privacy Policy complies with the [Personal Information Privacy Act](#) and the [Personal Information Protection and Electronic Documents Act](#) of Canada. This policy applies to information collected and any transactions that may occur on CFEC's website, over the telephone with CFEC personnel, or in person either at the CFEC main site or CFEC subsidiary sites or when CFEC participates in off-site events.

#### Accountability

CFEC is responsible for keeping personal information confidential and applying it for the intended purposes. The Executive Director shall appoint a Chief Privacy Officer (CPO) who is responsible for CFEC's compliance to this policy.

#### Personal Information

Personal information can be any information that can be used to identify, distinguish, or contact a specific individual. Personal information can include facts about, or related to, an individual, as well as an individual's opinions or beliefs. Personal information does not include publicly available information such as names, addresses, telephone numbers, or business contact information.

#### Personal Information Collection and Use

In carrying out the business of CFEC, the [Ten Principles of Privacy Protection](#) are used. These principles inform the way organizations collect, secure, use and disclose personal information. The collection of data includes the completion of various forms and documents related to the business of CFEC, as well as through discussions and correspondence with various sources through observations of and interactions with clients and other stakeholders.

#### Personal Information Disclosure

Circumstances may occur where CFEC may need to disclose some personal information about clients and/or stakeholders. However, with the exception of those circumstances where disclosure is required or permitted by law, CFEC ensures that any disclosure of personal information is on a "need to know" and confidential basis. CFEC also recognizes that the information is used only for the purpose(s) for which it was disclosed.

**Internet Related Policies**

Personal information and e-mails are not knowingly collected on any CFEC owned and operated websites. CFEC uses non-identifiable Cookies to track visitor sessions and usage to CFEC owned and operated websites. CFEC does not distribute unsolicited e-mails. This policy discloses the privacy practices for CFEC's website(s), however CFEC's sites may contain links to external websites. Once one links to another external website, one is subject to the privacy and security policies of that website. In order to view the complete CFEC Website Privacy Policy please visit: <http://cariboofamily.org/privacy-policy/>.

**Safeguards**

CFEC protects personal information by using safeguards that ensure specific individual information will not be made available to any unauthorized person or organization. CFEC ensures that all employees are made aware of the laws surrounding individual rights to privacy. CFEC employees are required to review the CFEC Privacy Policies annually, and to sign a document acknowledging these policies on an annual basis.

**Access**

For the purpose of CFEC business, all information is kept complete and up to date as necessary. If one wishes to verify or amend personal information, one may contact CFEC in writing at:

Attn: Chief Privacy Officer

Cariboo Family Enrichment Centre

P.O. Box 2427

100 Mile House, BC

V0K 2E0

Approved by the CFEC Board -- August 9, 2016