

Policy Statement

Literacy Council York South (LCYS) respects the privacy of our members, clients, volunteers, staff, donors, sponsors and stakeholders. We are committed to ensuring that appropriate measures and safeguards are in place to protect specific information that is held for the purpose of the program. We adhere to all legislative requirements with respect to privacy. We do not rent, sell or trade mailing lists.

Procedures

1. Accountability

- LCYS will ensure the safe custody and control of all private information.
- Information will not be transferred to third parties without the consent (express or implied) of the individual.
- The Board of Directors will designate an individual to be responsible for ensuring privacy and compliance with the Personal Information Protection and Electronic Documents Act and all other privacy legislation. This person will also be responsible to implement procedures and train all employees and volunteers.

2. Identifying Purpose

We understand that some of the information we hold on members, clients, volunteers, staff, donors, sponsors and stakeholders is private, which is why we collect personal information only for the following purposes:

- To establish and maintain a responsible relationship and provide ongoing service and support.
- To conduct appropriate screening procedures for those volunteers and staff who may find themselves in a position of trust with the clients of the organization.
- To develop, enhance, market or provide opportunities consistent with the program mandate.
- To maintain, manage and develop our programs and operations, through statistical review, solicited feedback and support.
- To meet program and government requirements.

3. Consent

Members, clients, volunteers, staff, donors, sponsors and stakeholders do have choices and can refuse or withdraw consent for us to keep and use information. They may request that their name be removed from our various lists; they can refuse to provide personal information to us; and they may withdraw consent at any time. In all cases this may limit Literacy Council York South's ability to provide appropriate service and support to these individuals.

