

PIPEDA Compliance Policy

Intent

El Sistema Grey Bruce - The Big Sound (also referred to as The Big Sound and/or TBS) is committed to protecting and respecting the personal information of its Program Participants and their families, Program Personnel (including staff, independent contractors, program volunteers), Program donors and business partners, and so on in accordance with PIPEDA. This Policy will provide guidelines to ensure TBS remains compliant with PIPEDA requirements.

Definitions

Personal Information Privacy and Electronic Document Act (PIPEDA) – Establishes rules to govern the collection, use and disclosure of personal information in a manner that recognizes the right of privacy of individuals with respect to their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances.

Definition sourced from [The Justice Department of Canada](#).

Guidelines

The following guidelines will be complied with to ensure TBS remains compliant with PIPEDA requirements.

The personal information of TBS Program Participants, all Program Personnel, Program donors, business partners, etc. must be managed so as to meet the following PIPEDA requirements:

- All personal information in TBS's possession or custody is protected in an appropriate manner.
- Individuals must be informed as to why the information is being collected.
- Consent must be obtained for the collection of information.
- Individuals have the right to withdraw their consent.
- Personal information collected is only collected for reasonable purposes.
- Personal information is used only for the purposes for which it was collected.
- Personal information is retained only for the period of time that it is reasonably required.
- Personal information is destroyed that is no longer required using a safe, secure and effective manner (e.g. shredding).
- All personal information collected is accurate.
- Individuals are allowed to gain access to their personal information, and make corrections as appropriate.
- Appropriate security and safeguards are employed for the protection of personal information.
- Access to personal information is limited to authorized personnel that have a legitimate need to access the information.
- Consent must be obtained prior to the release of any information to any third party.

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- Identify and communicate to the individual the forms of information being collected and the rationale for the collection of these forms of information.
- Notify individuals and obtain consent prior to using personal information for any reason other than those provided at the time of collection.

TBS's Board of Directors shall be accountable for the organization's compliance with PIPEDA. The Board will hold the responsibility for the management of personal information policies and procedures of The Big Sound.

Specifically, the Board shall be responsible for:

- Developing and implementing policies and practices under PIPEDA including:
 - Procedures that address the collection, use, retention, destruction and management of personal information;
 - Procedures for protecting personal information;
 - Procedures for complaints and inquiries; and
 - Personnel training on PIPEDA obligations.
- Employing privacy agreements/contracts to ensure the protection of personal information where the information must be provided to a third party.
- Reviewing policies, procedures and practices on an annual basis, or as needed, making appropriate revisions.

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Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the PIPEDA Compliance Policy of The Big Sound. Further, I agree to adhere to this Policy and will ensure that any Program Personnel working under my direction adhere to this Policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination.

Name: _____

Signature: _____

Date: _____

Witness: _____