

## IPAC Regina Regional Chapter Privacy Policy

The Regina Regional Chapter of IPAC is a not-for-profit entity and therefore is not subject to either *The Saskatchewan Freedom of Information and Protection of Privacy Act* (FOIP) or *The Personal Information Protection and Electronic Documents Act* (PIPEDA).

However, as an organization that promotes best practices in public administration, Chapter Executive subscribe to the following policy statement.

### **Purpose**

The purpose of this policy is to help individuals to understand how their personal information is managed by the IPAC Regina Regional Chapter.

### **Scope**

This policy covers both members and prospective members.

### **Policy Statement**

IPAC Regina Regional Chapter considers all personal information pertaining to its members or potential members to be private and confidential. This personal information will be subject to the highest standards of confidentiality/privacy management.

### **Principles**

This policy is based upon the following principles:

1. Accountability – Regina Regional chapter is responsible for maintaining and protecting the personal information under its control. Accountability for this rests with the Director of Communications.
2. Identifying the Purpose – We will identify the purposes for which personal information is collected at or before the time the information is collected. Information is collected solely to manage and develop the Chapter's operations and/or to serve members interests.
3. Consent – We will make every reasonable effort to obtain prior consent for the collection, use or disclosure of personal information. By subscribing to the Chapter, registering for a seminar or using other services or by otherwise indicating approval, individuals consent to the collection and use of their personal information for the purposes identified in this policy.

4. Limiting Collection – The Chapter collects only the personal information necessary for the purposes outlined in this policy to provide services to its members or prospective members.
5. Limiting Use, Disclosure and Retention – We will not use personal information for any purpose(s) other than for which it was gathered except with the consent of the individual or as required by law. The Chapter will keep personal information only for as long as it is required to meet the purpose for which it was collected. When it is no longer required it will be destroyed, deleted or otherwise disposed.

Mailing lists (electronic or hard copy) are not sold for any purpose, but may be shared from time to time with similar organizations for the purpose of providing services and information that may be of interest to Chapter members.

6. Accuracy – We will take all reasonable steps to ensure the personal information collected is as accurate as necessary for the purposes for which it has been collected. Members play an integral role by notifying the Chapter of changes in their personal information in a timely manner. The Chapter will revise/update information accordingly.
7. Safeguards – All personal information will be protected by the Chapter by using safeguards appropriate to the sensitivity of the information.
8. Openness – The Chapter is committed to being open about its policies and practices with respect to the handling of personal information. This policy will be posted on the Chapter website upon approval by Chapter Executive.
9. Individual Access – An individual may request a copy of their personal information held by the Chapter by submitting a written request to the Director of Membership. Acceptable proof of identification is required before such information will be released. If you feel the information is inaccurate, you may request it be reviewed and if inaccurate, changed by contacting the Director of Membership.
10. Challenging Compliance – An individual can challenge compliance with the above policy by providing written details of the challenge to the Chapter President.

Approved June 11, 2004