

PRIVACY POLICY

Privacy of personal information is an important principle for Girls Inc. Limestone. We are committed to collecting, using, and disclosing personal information responsibly, and only to the extent necessary for the services we provide. This document describes our privacy policies.

What is personal Information?

Personal information is information about an identifiable individual. Personal information includes information that relates to:

- an individual's personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status)
- health (e.g., health history, health conditions)
- activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual).

Personal information is different from business information (e.g., an individual's business address and telephone number). This is not protected by privacy legislation.

Collection of Personal Information:

For members of our programs and services, we collect personal information in order to assess our client needs, screen our adult volunteers, make appropriate matches in our mentoring programs, adequately follow-up on client progress, and support the problems being experienced by our clients.

- For members of the general public, we collect personal information to maintain contact with agency supporters, and to carry out the administrative aspects of our agency.
- For permanent staff, contract staff, placement students, and members of our Board of Directors, we retain personal information to meet our obligations to Canada Customs and Revenue Agency, other government organizations, and to undergo the appropriate screening of staff and volunteers making decisions for, and working with, children.



Inspiring all girls
to be strong,
smart, and bold sm



A United Way
Member Agency

Protecting Personal Information:

We understand the importance of protecting personal information. For that reason, we take the following steps to protect your privacy:

- Paper information is either under supervision or secured in a locked or restricted area.
- Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.
- Paper information is transmitted through sealed, addressed envelopes, or boxes by reputable companies.
- Staff are trained to collect, use, and disclose personal information only as necessary to fulfill their duties and in accordance with our privacy policy.
- External consultants and agencies with access to personal information must enter into privacy agreements with us.

Retention and Destruction of Personal Information:

We need to retain personal information for some time for our own accountability to external regulatory bodies. The following is our process for the retention and destruction of personal information:

- Case files for mentoring volunteers must be retained for 10 years past the time that a child with whom she has spent time with reaches the age of 18.
- Our client and contact directories are updated regularly and printed copies of contact lists are destroyed at the time that an updated report is printed. When you are no longer a member, or an active contact, your contact information will be removed from our contact database(s), and destroyed with the next print.
- Marketing material that documents the history of our agency is maintained indefinitely; however, a signed release would have been signed at the time this material was produced.
- We destroy paper files containing personal information by shredding.
- We destroy electronic information by deleting it.

You Can Look at Your Information:

With the exception of personal references, medical references, and confidential assessment or case notes, you have the right to see what

personal information we hold about you. We will also try to help you understand any information you do not understand.

If you believe there is a mistake in the information, you have the right to ask for it to be corrected. This applies to factual information and not to any professional opinions we may have formed. We may ask you to provide documentation that our files are incorrect. Where we agree that we made a mistake, we will make the correction and where appropriate, notify anyone to whom we sent this information. If we do not agree that we have made a mistake, we will agree to include in our file a brief statement from you on the point and, as appropriate, we will forward that statement to anyone else who received the earlier information.

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