

ONTARIO MENNONITE RELIEF SALE INC. PRIVACY POLICY

At Ontario Mennonite Relief Sale (OMRS) Inc. we are committed to protecting the privacy of your personal information and ensuring its accuracy and security.

Scope and Application

This privacy code applies to the management of personal information in any form whether oral, electronic or written and is subject to the requirements and provisions of the Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable legislation, court order, or other lawful authority.

Principles

Accountability:

- Although ultimately the OMRS board of directors is accountable for the protection of personal information, day-to-day responsibility for compliance with the privacy code rests with committee members and volunteers.
- OMRS uses contractual or other means to provide a comparable level of protection when personal information is in the possession of a third party

Identifying the Purposes for Collection of Personal Information

- OMRS collects personal information for the following purposes:
 - a. To establish and maintain responsible relations with volunteers, donors and customers;
 - b. To manage and develop OMRS's business and operations;
 - c. To meet legal and regulatory requirements.
- If it is not implicit, OMRS will identify the purposes for which personal information is collected at or before the time it is collected.

Obtaining Consent for the Collection, Use or Disclosure of Personal Information

- OMRS will only collect, use and disclose personal information with your consent, except where otherwise permitted (as in emergency situations where the life, health or security of an individual is threatened or when the individual is mentally incapacitated) or required by law (eg. investigations of contravention of a federal or provincial law).
- If OMRS would like to use and/or disclose that personal information for a new purpose, it will seek consent to do so prior to use or disclosure for that new purpose.
- An individual may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice.

Limiting Collection of Personal Information

- OMRS will limit the collection of personal information to that which is necessary for the identified purposes

Limiting Use, Disclosure, and Retention of Personal Information

- OMRS will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Generally, access to personal information is on a need-to-know basis, for OMRS volunteers only.
- OMRS may disclose personal information to a third party
 - engaged by OMRS to perform functions on its behalf
 - who, in the reasonable judgement of OMRS, is seeking information as an agent of the individual
 - when disclosure is required or permitted by law
- Personal information will be retained only as long as it remains necessary or relevant for the intended purpose or as required by law. When no longer required information will be destroyed, erased or made anonymous.

Accuracy of Personal Information

- OMRS will make reasonable efforts to ensure that personal information is kept as accurate, complete, and current as is necessary for the purposes for which it is to be used.

Security Safeguards

- OMRS will protect the personal information we collect with security safeguards appropriate to the sensitivity of the information

Openness

- OMRS will make readily available, information about its policies and procedures relating to its management of personal information.

Access

- OMRS will, within a reasonable period of time and at minimal or no cost, disclose to an individual personal information that has been collected, used, or disclosed about them. If it is not possible to provide an actual list of parties to whom information has been disclosed a list of parties to which it may have been disclosed will be provided.
- An individual may challenge the accuracy and completeness of personal information on file about them. Once notified of incomplete or incorrect information OMRS will make appropriate changes.
- In order to safeguard personal information an individual requesting access to their personal information may be required to provide proof of identity prior to being granted access to information.

Challenging Compliance

- Individuals may direct concerns regarding compliance with the above principles in writing to OMRS at:
 - Ontario Mennonite Relief Sale Inc.
c/o 50 Kent Ave.
Kitchener, ON N2G 3R1