

GOV-15.01: PRIVACY

Governance

Policy GOV-15.01

Privacy of Personal Information

PREAMBLE

The Peachland Wellness Centre (PWC) respects privacy, safeguards everyone's personal information and is committed to complying with the requirements as specified in British Columbia's Personal Information Protection Act (PIPA). This legislation sets out the ground rules for how BC businesses and not-for-profit organizations may collect, use and disclose personal information.

PWC is committed to providing staff, members, volunteers, and participants with exceptional service. Providing this service may involve collecting, using, and disclosing some personal information. Protecting personal information of workers and participants is one of PWC's highest priorities.

This policy, in compliance with PIPA, outlines the principles and practices PWC follows to protect workers and participant personal information.

1 Definition of Personal Information

PIPA defines "personal information" as any information that may identify an individual.

PWC interprets this as including (but not limited to):

- Home address, home phone number, and personal cell number;
- Personal e-mail address;
- Information about the individual's medical or health care status or history, including a physical or mental disability;
- The individual's age, sex, marital status, or family status;
- Race, national or ethnic origin, sexual orientation, colour, or religious or political beliefs or associations;
- Information about interaction history with PWC (e.g., number and type of activities taken, etc);
- Financial information, including type and amount of donations;
- Information about the individual's educational, financial, criminal, or employment status or history; and

- Opinions of a person about the individual, and the individual's personal views or opinions.

2 General

PWC limits the collection, use, disclosure, and retention of personal information in that it collects only the minimal information necessary for the stated purpose.

PWC informs workers, and participants:

- Of why and how it collects, uses, and discloses their personal information,
- Obtains their consent where required, and
- Handles their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

Anyone may decline to have personal information collected, used or disclosed by PWC, although doing so may restrict PWC's ability to represent that person's interest, in which case the individual making such a request would be notified of any restriction.

PWC identifies to the individual the authority and purposes for the collection and use of personal information at the time of collection, and the contact information of an employee who can answer questions about the collection. PWC will also obtain consent if information already collected would be used for any purpose other than that purpose for which it was originally collected.

Personal information may be disclosed internally within PWC to staff and volunteers so that PWC may provide its programs and services.

PWC's Privacy Policy and related procedures are available from the Privacy Officer, who responds to any related questions.

Approved by Board Resolution: August 18, 2016

First Revision: Approved by Board Resolution: March 3, 2018

Approved: Gov 15.01 November 30, 2020

Review Date: May 2025

Next Review Date: May 2027

President's Signature of Approval: *Kym Martin*