

Privacy & Protection of Personal Information Policy

Purpose:

In adherence to the Personal Information Protection and Electronic Documents Act, this policy ensures the privacy and protection of volunteer's personal information.

Policy Statement: MY MS FAMILY is committed to protecting the privacy of personal information of all stakeholders in the organization including volunteers. This is in accordance with federal and provincial government privacy legislation to ensure the collection, safeguarding and appropriate disclosure of personal information. Pursuant to this policy, all individuals have the right to their own personal information stored and used by MY MS FAMILY.

Definitions:

"Personal Information" includes any information about an identifiable individual, including (dis)ability, age, religion, education, medical, criminal, employment, address, telephone number, e-mail address and views or personal opinions.

"Provincial and federal law" refers to the Freedom of Information and Protection of Privacy Act as administered by the Government of Ontario (where related to government, crown agencies and institutions collecting data) and the Personal Information Protection and Electronic Documents Act as administered by the Federal Government (where related to all other activities of MY MS FAMILY).

Responsibilities:

Volunteer Responsibilities It is the responsibility of volunteers to provide consent for the collection of their personal information.

Board member Responsibilities MY MS FAMILY collects and uses personal information from volunteers to support program delivery and for the following specific reasons:

- Application and recruitment process of volunteers
- Maintaining contact with volunteers to ensure coverage of shifts and responsibilities and letting volunteers know of opportunities
- Satisfying statistical reporting requirements (such as locations of volunteers) detached from personal identifiers
- Accommodate volunteers with disabilities, illnesses and/or injuries

- Support ongoing training and development
- Keeping volunteers aware of organization activities & events

For all these and any purpose, it is the responsibility of the organization and volunteer supervisors to request consent for a new use of personal information.

The organization is expected to only disclose specific information as dictated by funding requirements and where applicable by provincial and federal law. No information will be disclosed without prior consent from volunteers with the exception of information made anonymous.

If differing from the “Information Storage” procedure, it is the responsibility of volunteer board members and MY MS FAMILY to determine how long they will retain volunteer information after the volunteer has ceased their engagement with the organization.

Procedures:

Consent Statement By signing this document, I consent to my personal information being collected for the sole purpose as indicated. I acknowledge that my information will be used, safely stored and protected by MY MS FAMILY for the duration that it is needed and/or my engagement as a volunteer.

Information Storage All personal information will be stored in digital copy on MY MS FAMILY secure shared drive as well in physical copies in the relevant volunteer BOARD MEMBERS files. These physical files will be locked in a cabinet or filing space only to be accessed when necessary. Personal information will be kept for the following durations:

- Reference information will be kept until three (3) months after the interview process
- Volunteer general information will be kept for five (5) years from the end date of their engagement
- Role-specific information will be made anonymous one (1) year after the end date of a volunteer’s engagement, At the end of these terms, volunteer information will be destroyed or made anonymous for statistical purposes. Information is stored for these durations to ensure it is maintained during potential staff turnover and for future reference and proof of volunteer hours processes. Disclosure Under most circumstances, personal information will be used by volunteer supervisors to match roles and maintain contact with active volunteers. Certain information may be disclosed under the following circumstances:
 - Funder statistical requirements & reporting
 - Regional volunteer location assessment
 - Subpoena, warrant, court order or government request

MY MS FAMILY will not provide names and contact information of volunteers to other organizations or companies without prior explicit consent.

Personal Access Upon written request and with reasonable notice, all current and former volunteers (within the aforementioned timeframes) can access their own personal information, affirm or challenge its accuracy and request amendments when necessary.

Challenges to collection, use or disclosure of personal information are to be resolved immediately by the Executive Director and complainants notified of their right to seek additional information or file complaints with the Office of the Privacy Commissioner of Canada. All challenges and complaints will be responded to in writing.

BOARD MEMBER SIGNATURE: _____ DATE: _____