

# HAPPY Halton

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## PRIVACY POLICY



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The federal government has enacted the Personal Information Protection and Electronic Documents act "PIPEDA". This act regulates the collection, use and disclosure of personal Information by organizations.

To comply with PIPEDA, We have implemented policies governing our collection, use and disclosure of personal information.

## Information We Collect

HIPPY Halton collects the following personal information:

- Family's name, address, email address, telephone number
- Children's name and birthdate
- Emergency contact name and phone number

## What we do with the information

The information is used to allow us to have a count of how many families and children we are serving and enables us to buy materials conservatively.

HIPPY Halton will not disclose personal information to any other third parties. All records are kept for a period of 7 years and are shredded and disposed of at that time.

## Access to Information

HIPPY Halton staff has access to family enrolment forms. Board members have limited access to information as needed in the process of doing their duties. All personal information is kept in a binder in a file cabinet and an electronic copy of the membership list is maintained by Executive Director.

## Board Confidentiality

Board meetings are confidential. Briefing documents, minutes, reports and other documents identified as confidential are confidential. Confidential information received by a member of the Board or received by anyone else for purposes of a confidential proceeding of the Board or its committees shall not be used, directly or indirectly, for personal gain by the board member or other person and shall not be divulged to any other person without the express prior authorization of the Board.

All communications to/from the media about a confidential proceeding of the Board or its committees or about decisions of the Board shall be directed to the Chair or other designated person. All files and information of any sort, including but not limited to, donors, prospective donors, members and/or their families, past and present employees, and past and present volunteers is strictly confidential.

Board members are not allowed to use their position for personal or family gain but act in the best interests of the agency and sign a Conflict of Interest Disclosure agreeing to this each year.

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## Privacy Officer

The executive director, Daniela Palau [ed@hippyhalton.org](mailto:ed@hippyhalton.org) acts as the Privacy Officer. She has the responsibility of overseeing all elements of our information handling practices and bringing forward concerns to the board of directors.

## Policy Review

The privacy policy is reviewed at the time of hire and annual review. It is in our policy binder and on our website. The policy is reviewed annually at a board meeting. Board or staff failure to comply with the policy would be handled in keeping with our personnel and board policies.

**Date of Review: 2023**



[www.hippyhalton.org](http://www.hippyhalton.org)