



## **Big Brothers Big Sisters**

**OF COLCHESTER COUNTY**

### ***"PRIVACY POLICY"***

**Approved by the Board of Directors September 27, 2010**

Big Brothers Big Sisters of Colchester County respects individual's privacy and is committed to protecting personal information. Big Brothers Big Sisters of Colchester County reviews and updates this policy periodically and/or as required.

#### **ACCOUNTABILITY**

Big Brothers Big Sisters of Colchester County is accountable for the personal information under its control. Big Brothers Big Sisters of Colchester County appointed a Privacy Officer (Executive Director), who is responsible for the Agency's compliance with this Policy.

#### **PURPOSES FOR COLLECTION, USE AND DISCLOSURE FOR:**

##### **Donors and Members –**

Big Brothers Big Sisters of Colchester County collects and uses personal information about donors and members for the following purposes:

1. Issuance of tax receipts for donations as required by CCRA regulations
2. In order to issue thank you cards and recognize individuals for donations
3. Periodic mailings regarding Big Brothers Big Sisters of Colchester County, its programs and services, inclusive of mailings for the purposes of fund raising or membership renewal.
4. To contact individual donors or members who may have questions or concerns
5. Maintenance of a registry of members as required by Joint Stocks and Registry of Nova Scotia

## **Clients –**

Big Brothers Big Sisters of Colchester County collects and uses personal information about clients for the following purposes:

1. Determination of eligibility for client services
2. In order to assist clients with referrals
3. In some instances, in order to document services provided by Big Brothers Big Sisters of Colchester County staff and/or volunteers to clients
4. To contact individual clients in order to address questions or concerns
5. Reporting required by levels of government or bodies funding services provided by Big Brothers Big Sisters of Colchester County – this information will be represented quantitatively and will not include names or other identifiers
6. Reporting required for an annual financial audit or review as required by Joint Stocks and Registry of Nova Scotia and government funding bodies

## **Disclosure of Information to Third Parties –**

The only circumstances under which personal information may be disclosed to third parties, is for the fulfillment of any purposes identified above, or as required by law. If personal information is disclosed to third parties for the purposes of fulfillment of any purposes identified above, Big Brothers Big Sisters of Colchester County will ensure that appropriate security undertakings, such as confidentiality clauses in contractual agreements, are employed to protect the transfer and use of personal information.

**Big Brothers Big Sisters of Colchester County does not sell, trade, or rent information to third parties. Further, donors may opt out of future services and/or information by notifying the agency in writing by mail (26 Logan Street, Truro, NS, B2N 3Z3) or by e mail – [info@colchesterkids.ca](mailto:info@colchesterkids.ca)**

## **Confidentiality –**

Big Brothers Big Sisters of Colchester County protects personal information with appropriate security safeguards. All information is kept strictly confidential. All information that is kept, is maintained in locked cabinets and/or under secure electronic and managerial methods which are updated as necessary.

## **Concerns or Questions Regarding Big Brothers Big Sisters of Colchester County**

**Compliance** – Questions or concerns regarding Big Brothers Big Sisters of Colchester County compliance with this policy may be directed to the Privacy Officer, at [info@colchesterkids.ca](mailto:info@colchesterkids.ca) or by telephone at (902) 895-4562