

## PATHWAYS ABILITIES SOCIETY

### **POLICY: PRIVACY**

**Applies To:** All Personnel, Volunteers, Persons Served, Families, Advocates, Caregivers, **Tenants**, Stakeholders and Funding Body

Original Approval Date: May 31, 2004

Date Board Approved: September 12, 2022

Replaces Policy Dated: November 23, 2020

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Board Member's Signature

### **PREAMBLE**

Pathways Abilities Society is committed to protecting the privacy of the personal information of its employees, members, persons served, tenants and other stakeholders. We value the trust of those we deal with, and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

During the course of our various projects and activities, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

### **POLICY**

Personal information gathered by Pathways Abilities Society is kept in confidence. Personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Policies are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. Pathways Abilities Society also takes measures to ensure the integrity of information is maintained and to prevent this information from being lost or destroyed.

Pathways Abilities Society collects, uses and discloses personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances. We routinely offer, both through verbal and written clarification to the individuals we deal with the opportunity to opt not to have their information shared for purposes beyond those for which it was explicitly collected.

Pathways regularly reviews our privacy practices for our various activities and updates our policies in compliance with local, provincial and federal acts and regulations.

The Executive Director appoints a Pathways Privacy Officer. They are responsible for ensuring the organization is in compliance with all privacy legislation.

Pathways Abilities Society does not sell, trade or otherwise share its mailing lists. If at any time a person or business wishes to be removed from our mailing list, they simply need to contact us. We require 10 business days to allow us to update our records.