

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: PRIVACY**

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

Original Effective Date: May 31, 2004

Effective Date: November 23, 2020

Replaces Procedure Dated: December 21, 2012

1. The Executive Director appoints a Privacy Officer.
2. Employees, members, persons served and other stakeholders will be told what information collected is required and what information is optional.
3. Individual's files will be maintained in a secure location. Access to information will only be made available as per the Confidentiality and Release of Personal Information and Release of Personal Information policies and procedures.
4. Personnel files will be maintained in a secure location. Access to information will only be made available as per the most recent collective agreement and the Confidentiality and Release of Personal Information and Release of Personal Information policies and procedures.
4. To access private information, contact the Pathways Abilities Society Privacy Officer.
5. Questions, concerns or complaints relating to the Pathways Abilities Society's privacy policies or practices are to be directed to the Privacy Officer for follow-up and resolution.