

Kids on Track Association of Edmonton

Personal Information Protection Policy

Our Commitment

Kids on Track Association of Edmonton is committed to protecting the personal information entrusted to us by our participants, members, volunteers, donors and employees. The personal information you share with Kids On Track Association of Edmonton will be used to support the work of Kids On Track Association of Edmonton. Any personal information collected will be used and managed in accordance with Alberta's Personal Information Protection Act and other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information.

This policy applies to Kids on Track Association of Edmonton and to any person providing services on our behalf. A copy of this policy is provided to any client on request.

Defining Personal Information

"Personal information" means information that can be used to distinguish, identify or contact a specific individual. This includes an individual's name, age, sex, marital or family status, SIN number, financial information, personal health information, home address, phone number and email.

Business contact information and certain publicly available information such as those published in telephone directories, are not considered personal information.

What Personal Information do we collect?

We collect only the personal information needed for the purposes of providing services to our clients, including personal information needed for:

- Program Development and Enrollment
- Volunteer Coordination and Development
- Relationship Development and Fundraising
- Kids on Track Sales and Services
- Employee Relations
- Legal, regulatory and contractual requirements
- Delivery of Requested Products and Services
- Supporting participants needs and eligibility for other services in the community

We normally collect personal information directly from individuals. We may collect your information from other persons with your consent or as authorized by law.

We will inform our clients, before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time we don't provide this notification is when a client volunteers information for an obvious purpose (for example, producing a credit card to pay a registration fee when the information will be used only to process the payment).

Consent

We will ask for consent to collect, use or disclose personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. We may assume your consent in cases where you volunteer information for an obvious purpose.

We assume your consent to continue to use and, where applicable, disclose personal information that we have already collected, for the purpose for which the information was collected.

You have the choice to refuse or withdraw your consent to the use or disclosure of personal information at any time, unless the personal information is necessary for us to fulfil our legal obligations. We will respect your decision, but we may not be able to provide you with certain services if we do not have the necessary personal information.

Safeguarding your personal information

We protect personal information in a manner appropriate for the sensitivity of the information. We will make every reasonable effort to protect your personal information by preventing any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to your personal information.

Only staff who are directly involved in using or disclosing your personal information for the purposes described above will use and access your information.

We will keep personal information only as long as is reasonable to fulfil the purposes for which the information was collected or for legal purposes.

Questions, Concerns and Complaints

If you have a question or concern about any collection, use or disclosure of personal information by Kids On Track Association of Edmonton, or about a request for access to your own personal information, please contact our Privacy Officer Secretary.

If you are not satisfied with the response you receive, you should contact the Information and Privacy Commissioner of Alberta:

Office of the Information and Privacy Commissioner of Alberta

Suite 2460, 801 - 6 Avenue, SW

Calgary, Alberta T2P 3W2

Phone: 403-297-2728 Toll Free: 1-888-878-4044

Email: generalinfo@oipc.ab.ca Website: www.oipc.ab.ca