



Privacy Policy under the Personal Information Protection & Electronics Documents Act (PIPEDA)

Our Commitment to Protecting Your Privacy:

Warden Woods Community Centre is committed to protecting the privacy of its donors, clients, members and other individuals about or from whom we collect personal information.

1. Accountability

Your personal information is kept with us in strict confidence. As it is our responsibility to protect all personal information in our possession, we take every precaution to ensure confidentiality.

Employees, agents, and authorized service providers of Warden Woods Community Centre who require your personal information with your consent, will have access to the information. Under all circumstances, each individual has entered into a Warden Woods Community Centre Confidentiality Agreement.

2. Accuracy

We will ensure that personal information in our possession is accurate and up to date. If you believe any information is incorrect or incomplete, you have the right to ask us to change it or delete it.

3. Identifying Purposes

We collect, use or disclose personal information to:

- Process and administer your application for membership
- Process and administer your application to volunteer or participate in our programs
- Help us in our fundraising campaigns
- Process and receipt your donation
- Provide you with information about Warden Woods Community Centre including our newsletter
- Respond to any of your requests for information
- Recognize you publicly for your donation, story, volunteerism or other contribution to Warden Woods Community Centre
- Share information with other social and government agencies to enable us to provide comprehensive service to our clients

4. Consent

We will ask your permission to collect, keep, use and share information with others. Your permission may be expressed in writing (signed consent or application form) or verbally in person or over the telephone. In some cases, we assume that you have given consent by giving us information necessary for a particular service.

You may withdraw your permission to collect, use and disclose your personal information at any time, subject to legal and contractual restrictions and reasonable notice. We will obtain your consent before making information available to third parties.

5. Limiting Use, Disclosure and Retention

We will only use or share your personal information for the purposes for which you gave it to us, unless we have to by law. We will keep your information only as long as required by law.

6. Safeguards

We will take steps to protect your personal information. These include: securing our files, our computers and other locations where your information might be used or kept. It also includes training our staff, students, and volunteers in the importance of privacy.

7. Openness

Warden Woods Community Centre will gladly share specific information about our policies and practices relating to the management of personal information.

8. Seeing the Information we Hold

You may ask to see the information we have about you and ensure that is accurate, as provided by law. If you feel that the information is incorrect or incomplete, we ask that you tell us and our records will be amended accordingly.

9. Handling Enquiries or Complaints

You may contact the Privacy Officer if you have any complaint, questions, or comments about our privacy policies and procedures. We will investigate all complaints. If an objection is justified, we will take all appropriate steps to repair the situation.

10. For More Information

For more information, please contact the Warden Woods Community Centre Privacy Officer at 416-694-1138

Ginelle Skerritt, Executive Director

Dated at Toronto this 8th day of January 2008