



Policy and Procedure Manual

P.P. No:	351	Drafted:	2018
Section:	Administration	Approved:	2019-04-02
Subject:	Privacy	Reviewed:	
		Amended:	2019-03-06

1. PURPOSE

- 1.1. The Privacy Policy outlines the CFEC's commitment to protect the privacy and confidentiality of personal information.

2. POLICY

- 2.1. Clients have a right to privacy. Once Personal Information is shared, standards of confidentiality apply.
- 2.2. Personal Information will only be used for the intended purposes.
- 2.3. CFEC Employees will not solicit Personal Information from Clients unless it is essential to providing services.

3. SCOPE

- 3.1. This policy applies to all information gathered by the CFEC.
- 3.2. This policy complies with the [Personal Information Privacy Act](#) ("PIPA") and the [Personal Information Protection and Electronic Documents Act](#) ("PIPEDA") of Canada.
- 3.3. This policy complies with the Freedom Of Information and Protection of Privacy Act ("FOIPPA").

4. RESPONSIBILITY

- 4.1. The CFEC and CFEC Employees are responsible for keeping personal information confidential and applying it for the intended purposes.
- 4.2. It is the responsibility of the CFEC and CFEC employees to adhere this policy.

5. DEFINITIONS

5.1. Chief Privacy Officer	The CFEC's Chief Privacy Officer is the Executive Director.
5.2. Personal Information	Information about an identifiable individual and includes employee personal information but does not include contact information, or work product information.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE or FORMS

- 6.1. New Employee Orientation
- 6.2. Personal Information Privacy Act
- 6.3. Personal Information Protection and Electronics Documents Act
- 6.4. Freedom of Information and Protection of Privacy Act
- 6.5. The Province of British Columbia's 'Ten Principles of Privacy Protection.'

7. PROCEDURE

- 7.1. In carrying out the business of CFEC, the [Ten Principles of Privacy Protection](#) are used. These principles inform the way organizations collect, secure, use and disclose personal information. The collection of data includes the completion of various forms and documents related to the business of CFEC, as well as through discussions and correspondence with various sources through observations of and interactions with clients and other stakeholders.
- 7.2. Circumstances may occur where CFEC may need to disclose some personal information about clients and/or stakeholders. However, with the exception of those circumstances where disclosure is required or permitted by law, CFEC ensures that any disclosure of personal information is on a "need to know" and

confidential basis. CFEC also recognizes that the information is used only for the purpose(s) for which it was disclosed.

- 7.3. Personal information is not knowingly collected on any CFEC owned and operated websites. CFEC uses non-identifiable Cookies to track visitor sessions and usage to CFEC owned and operated websites. CFEC does not distribute unsolicited e-mails. This policy discloses the privacy practices for CFEC's website(s), however CFEC's sites may contain links to external websites.
- 7.4. CFEC protects personal information by using safeguards that best ensure specific individual information will not be made available to any unauthorized person or organization. CFEC ensures that all employees are made aware of the laws surrounding individual rights to privacy.

8. ATTACHMENTS

- 8.1. None.

9. REPEALS

- 9.1. None.