



PRIVACY POLICY

The federal government has enacted the Personal Information Protection and Electronic Documents act “PIPEDA”. This act regulates the collection, use and disclosure of personal Information by organizations. To comply with PIPEDA, We have implemented policies governing our collection, use and disclosure of personal information.

Information We Collect

Oak Park Neighbourhood Centre collects the following personal information.

- Members name, address, email address, telephone number
- Children’s name and birthdate
- Emergency contact name and phone number
- Medical information, and doctor and immunization details for Preschool participants

What We do with the Information

The information is used to allow us to have a count of how many members and children we are serving, to be able to manage any medical conditions and to have contact information. We are also required to allow Ministry of Education and the Region of Halton to review files for our preschool program to ensure children are immunized and that we have proper staff ratios based on the children’s ages and that we have proper procedures in place for medical needs. Oak Park Neighbourhood Centre will not disclose personal information to any other third parties. All records are kept for a period of 7 years and are shredded and disposed of at that time.

Who Has Access to Member Information?

The Oak Park Neighbourhood Centre staff has access to all membership forms to maintain the membership list. Other board members have limited access to information as needed in the process of doing their duties. All personal information is kept in a binder in a file cabinet at the centre and an electronic copy of the membership list is maintained by staff. The volunteer coordinator receives the names and contact information for people who have expressed an interest in volunteering on their membership form. All board members sign confidentiality agreements and are only allowed to access member information through the Executive Director for board related business. OPNC staff, The Region of Halton and Ministry of Education have access to all the records for our preschool program. The emergency contact information and medical condition information would be passed on to medical staff in case of an emergency. Family contact information and medical information is kept in the child’s classroom in a binder.

Board Confidentiality

All board meetings are open to members; however proceedings at closed sessions of meetings of the Board are confidential. Briefing documents, minutes, reports and other documents identified as confidential are confidential. Confidential information received by a member of the Board or received by anyone else for purposes of a confidential proceeding of the Board or its committees shall not be used, directly or indirectly, for personal gain by the board member or other person and shall not be divulged to any other person without the express prior authorization of the Board. All communications to/from the media about a confidential proceeding of the Board or its committees or about decisions of the Board shall be directed to the Chair or other designated person. All files and information of any sort, including but not limited to, donors, prospective donors, members and/or their families, past and present employees, and past and present volunteers is strictly confidential. Inappropriate discussion and/or use of information to which the board member may be privileged may be cause for immediate dismissal. Board members are not allowed to use their position for personal or family gain but act in the best interests of the agency and sign a “Code of Conduct” agreeing to this each year. and sign a “Code of Conduct Agreement” each year.

Privacy Officer

Our Executive Director, Michelle Knoll 905-257-6029, michelle@opnc.ca has the responsibility of Privacy Officer. She has the responsibility of overseeing all elements of our information handling practices and bringing forward concerns to the board of directors.

Policy Review

The confidentiality policy is reviewed at the time of hire and annual review. It is in our policy binder at the front desk and on our website. The policy is reviewed annually at a board meeting. Board or staff failure to comply with the policy would be handled in keeping with our personnel and board policies.access