

# **Sustainable Building Manitoba**

## **Privacy Policy**

Adopted: November 26, 2015

### **Background:**

Section 51 of the Organizational By-law states:

The Organization shall establish a Privacy Policy in accordance with applicable legislation and review such Policy bi-annually.

### **Privacy Policy:**

1. The Executive Director shall be responsible for compliance with this policy and any applicable legislation.
2. Personal information means information about an identifiable individual. This includes an individual's name, home address and phone number, age, gender, marital or family status, an identifying number, financial information, educational history, etc.
3. Personal information is only collected for the purpose of providing services to our members and clients.
4. Personal information is normally collected directly from our members and clients. Information may be collected from other persons with consent or as authorized by law.
5. Members and clients are informed, before or at the time of collecting personal information, of the purposes for which the information is collected. An exception would be when a member or client volunteers information for a purpose such as producing a credit card to pay a fee when the information will be used only to process the payment.
6. We use and disclose client personal information only for the purpose for which the information was collected, except as authorized by law.
7. Personal information shall be protected with security safeguards appropriate to the sensitivity of the information.