

Sprint-Pioneers Ministry Inc.

Privacy Policy

According to Personal Information Protection Electronic Documents Act (PIPEDA)

In accordance with applicable laws, **Sprint-Pioneers Ministries Inc.** hereafter referred to as **Pioneers Canada** is committed to protecting the privacy of its supporters, donors, volunteers, employees, directors, officers and any other persons about or from whom Pioneers Canada collects personal information.

Pioneers Canada embraces the principles of the Canadian Standards Association *Model Code for the Protection of Personal Information* to ensure that all personal information is properly collected, used only for the purposes for which it is collected and is disposed of in a safe and timely manner when no longer required.

Except for the above implied consent to collect, use and retain personal information, no personal information will be sold, rented, leased or otherwise made available to any person without the explicit consent of that person. Except as otherwise required by the governing document of Pioneers Canada or the operation of law, every individual has the right, at any time, to withdraw his or her implied or explicit consent for the use of his or her personal information for any or all previously authorized uses.

With respect to the privacy of personal information the above means that all individuals have given their implied consent to use their personal information for all *internal* purposes of Pioneers Canada to the extent that such use is in agreement with the governing documents and the pronouncements of Pioneers Canada from time to time.

Other persons or organizations who act for, or on behalf of, Pioneers Canada are required to comply with the principles and the Policy and will be given restricted access to personal information solely to perform the services they may be retained to perform for Pioneers Canada.

1. Accountability

Pioneers Canada is responsible for maintaining and protecting the personal information under its control. Pioneers Canada has appointed a Privacy Officer who is responsible to ensure that Pioneers Canada complies with its privacy obligations in accordance with applicable privacy laws.

Pioneers Canada has designated Todd Coyle, to be its Privacy Officer. Any inquiry, request or concern related to privacy matters should be made in writing to him, at the following address:

Privacy Officer Pioneers Canada

51 Byron Ave. Dorchester, ON. N0L 1G2
519/268-8778

2. Identifying Purposes

Pioneers Canada collects and uses personal information for a variety of purposes including, but not limited to;

- 1 Evaluating applications to serve with Pioneers Canada
- 2 Establishing and maintaining relationships with donors and supporters
- 3 Managing payroll and benefits;
- 4 Employee performance evaluations

Pioneers Canada shall identify the purposes for which it collects personal information before or at the time the information is collected. Pioneers Canada will instruct individuals collecting information on behalf of Pioneers Canada to explain to the person the purposes for which the personal information is being collected.

3. Consent

Consent will be obtained from the person whose personal information is collected, used and disclosed, unless obtaining the consent would be inappropriate or not required by law. Sometimes a person's consent may be

implied by virtue of their relationship to Pioneers Canada or because of their conduct with Pioneers Canada. When it is appropriate, written consent of that person will be obtained.

Written consents will be kept on file for as long as the information is reasonably necessary. A person may withdraw his or her consent at any time, subject to legal or contractual restrictions and reasonable notice. The person will be informed of reasonably foreseeable implications of the withdrawal.

4. Limiting Collection

Information collected will be limited to that required for the purpose or purposes identified by Pioneers Canada. Pioneers Canada is committed to collecting personal information in a fair, open and lawful manner.

5. Limiting Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the person or as required by law. All collected personal information shall be destroyed, erased or made anonymous as soon as the purpose for which it was collected is no longer relevant, or as permitted by the law. Nothing in this Privacy Policy prevents support raised employees from collecting, retaining and using information related to their support team.

6. Accuracy

Personal information shall be maintained in as accurate, complete and up-to-date a form as necessary in order to fulfill the purposes for which it was collected.

7. Safeguards

Personal information will be protected by security safeguards that are appropriate to the sensitivity of the personal information. This safeguarding could include physical measures such as shredding documents, locking filing cabinets, and premises security, organizational measures such as restricted access to files with

personal information or technological measures such as security software, password authorizations and encryption.

8. Openness

Information regarding the privacy policy of Pioneers Canada, as well as the personal information management, shall be available as requested. The information will include:

- 1 Name and address of the Privacy Officer
- 2 Means of gaining access to personal information held by Pioneers Canada
- 3 Copy of any brochures or other information that explains Pioneers Canada policies, standards or codes

9. Access to Personal Information

Access to personal information will be granted, upon written request and provided that the disclosure does not violate any applicable statutes or contracts. The existence, use and disclosure of the personal information will be granted within a reasonable period of time. Any inaccuracy or incompleteness of personal information will be amended as required.

10. Challenging Compliance

Complaints or inquiries about the collection, use, disclosure or retention of personal information and Pioneers Canada's compliance with these ten principles should be directed to the Privacy Officer. The Privacy Officer will investigate complaints and if a complaint is found to be justified, ensure that appropriate measures are taken.