

Personal Information Protection Policy

SaskOutdoors is committed to safeguarding the personal information entrusted to us by our members, e-communication subscribers, and program participants. SaskOutdoors manages personal information in accordance with Saskatchewan's *Freedom of Information and Protection of Privacy Act*, *The Health Information Protection Act* and other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information.

This policy applies to SaskOutdoors and to any person providing programs and services on our behalf.

This policy explains what types of information is collected SaskOutdoors and guides how this information will be used.

Definition of Personal Information

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, health information, date of birth, emergency contact information, etc.

In the case of employees, staff or board of directors this information may also include Social Insurance Number, performance review notes, criminal background checks, CV documents including references, financial information, etc.

What Personally Identifiable Information is Collected

SaskOutdoors will collect only the personal information that we need for the purposes of providing programs and services to our members, e-communication subscribers, and program participants including personal information needed to:

- Register an individual in a program
- Deliver requested programs and services
- Send out membership information
- Register our members with the Saskatchewan Teachers' Federation.
- Establish, manage and terminate a volunteer or employment relationships such as verifying qualifications and references, establishing training requirements, administering pay and benefits, processing work related claims, complying with applicable laws.

We will normally collect personal information directly from individuals accessing our programs and services. We may collect information from other persons with your consent or as authorized by law.

We will inform individuals, before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time we don't provide this notification is when a client volunteers information for an obvious purpose (for example, producing a credit card to pay a membership fee when the information will be used only to process the payment).

SaskOutdoors will obtain written consent to collect, use and disclose personal information for purposes unrelated to the staff or volunteer relationship.

References

In some cases, after your employment or volunteer relationship with us ends, we will be contacted by other organizations and asked to provide a reference for you. It is our policy not to disclose personal information about our staff and volunteers to other organizations who request references without consent. The personal information we normally provide in a reference includes:

- Confirmation that an individual was an employee or volunteer, including the position, and date range of the employment or volunteering
- General information about an individual's job duties and information about the staff or volunteer's ability to perform job duties and success in the staff or volunteer relationship

Consent to provide personal information

SaskOutdoors will ask for express consent from individuals accessing our program and service users for some purposes and may not be able to provide certain services if they are unwilling to provide consent to the collection, use or disclosure of certain personal information. Where express consent is needed, we will normally ask clients to provide their consent orally (in person, by telephone), or in writing (by signing a consent form).

A program/service user may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfil our legal obligations.

We may collect, use or disclose client personal information without consent only as authorized by law. For example, we may not request consent when the collection, use or disclosure is to determine suitability for an honour or award, or in an emergency that threatens life, health or safety.

How Personal Information is Used

SaskOutdoors will use and disclose personal information only for the purpose for which the information was collected, except as authorized by law. For example, we may use contact information of individuals accessing our programs and services to deliver those programs and services.

If we wish to use or disclose personal information for any new purpose, we will ask for consent.

Safeguarding Personal Information

SaskOutdoors will make every reasonable effort to ensure that personal information is accurate and complete. We rely on individuals to notify us if there is a change to their personal information that may affect their relationship with our organization.

We will protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

We will use appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records.

We retain personal information only as long as is reasonable to fulfil the purposes for which the information was collected or for legal or business purposes. At present this is 7 years.

Access to Records Containing Personal Information

Individuals have a right to access their own personal information in a record that is in the custody or under the control of SaskOutdoors, subject to some exceptions. For example, organizations are required

under the *Freedom of Information and Protection of Privacy Act* to refuse to provide access to information that would reveal personal information about another individual.

Approved By:

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Review Date:

Date:

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