Title			Part 3: Governance Policies
Original date	April 2016	Section	Section 2 Governance Process
Date last update	May 2022	Policy Title	2.22 Privacy

Privacy is important to CMHA–SOS branch. In order to ensure personal information of volunteers, employees, donors and clients remains private, we are committed to protecting individual's privacy rights and personal information.

A privacy officer is appointed by the Executive Director and made known to the Board and Staff.

"Personal information," means any information about a specific, identifiable individual, including commonly available details as name, address, telephone number and email address.

We will not share, trade, or sell personal information. This responsibility extends when personal information is transferred to or collected by service providers on our behalf. Some service providers may be located outside of Canada. We require these service providers to use your personal information only to perform the services we have retained them to provide.

We will only collect personal information relevant to the purposes indicated by the individual. Individuals have the right to provide as much, or as little personal information as they wish.

The CMHA – SOS web site – information collected is voluntarily provided by the individual. From time to time, we may offer links from our web site to other web sites. We do not accept any responsibility or liability for any personal information individuals provide to other entities to which our web site may link. We encourage individuals to consult the privacy policies of the other entities prior to providing personal information on their web sites.

We generally assume the personal information that individuals have provided to be accurate and complete, unless we are informed otherwise. Subject to any legal requirements, individuals have the right to access or update personal information we hold about them and/or to withdraw their consent to the collection or use of their personal information at any time.