



Privacy and Personal Information Protection Policy

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Purpose: To establish guidelines for the collection, use, disclosure, and safeguarding of personal information in compliance with British Columbia's Personal Information Protection Act (PIPA).

Scope: This policy applies to all employees, contractors, volunteers, and students of CNIB.

Policy Statements:

- **Accountability:** CNIB is responsible for personal information under its control and has designated a Privacy Officer to ensure compliance with PIPA.
- **Identifying Purposes:** Personal information is collected for purposes such as student enrollment, academic records, and human resources management.
- **Consent:** CNIB will obtain informed consent for the collection, use, and disclosure of personal information, except where exempted by law.
- **Limiting Collection:** Only information necessary for the identified purposes will be collected.
- **Limiting Use, Disclosure, and Retention:** Personal information will not be used or disclosed for purposes other than those for which it was collected, except with consent or as required by law, and will be retained only as long as necessary.
- **Accuracy:** CNIB will ensure that personal information is accurate, complete, and up-to-date.
- **Safeguards:** Appropriate security measures will be implemented to protect personal information against loss, theft, and unauthorized access.
- **Openness:** CNIB will make readily available its policies and practices relating to the management of personal information.
- **Individual Access:** Upon request, individuals will be informed of the existence, use, and disclosure of their personal information and given access to it.
- **Challenging Compliance:** Individuals may address concerns regarding compliance with the Privacy Officer.

Procedures:

- **Collection:** Personal information will be collected directly from individuals, ensuring they are aware of the purposes.
- **Use and Disclosure:** Information will be used only for the purposes stated at the time of collection, with disclosures made only with consent or as required by law.
- **Retention and Destruction:** Personal information will be retained as per legal requirements and securely destroyed when no longer needed.
- **Access Requests:** Individuals may request access to their personal information by contacting the Privacy Officer, who will respond within 30 days.



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- **Complaints:** Complaints about privacy practices can be directed to the Privacy Officer, who will investigate and respond promptly.

1 APPROVAL AND REVIEW DETAILS

Approval and Review	Details