

Respecting the Rights to Privacy of the children, adults & families we serve.

Building Caring Communities

The Burnaby Association for Community Inclusion (BACI) is a grassroots, non-profit organization that has spent over 60 years providing innovative services for children, youth and adults with disabilities and their families.

We currently serve over 1,000 individuals and their families in Metro Vancouver by providing various training, development, social and recreational opportunities. Through our various EmployAbility programs and social enterprise initiatives, we support the economic inclusion of people with disabilities. With our four integrated child care centres, we support over 140 children of all abilities and their families.

BACI continues to seek out opportunities to increase social awareness, and with integrity and conviction, effect change in the way individuals of all abilities are included in our society.

BACI has a Privacy Officer who makes sure all the British Columbian and Canadian laws and BACI policies about keeping personal information safe and protected are followed.

If you have a question or concern or want to make a complaint about how personal information is collected, kept, used, or shared, please contact BACI's Privacy Officer:

Tanya Sather, Executive Director

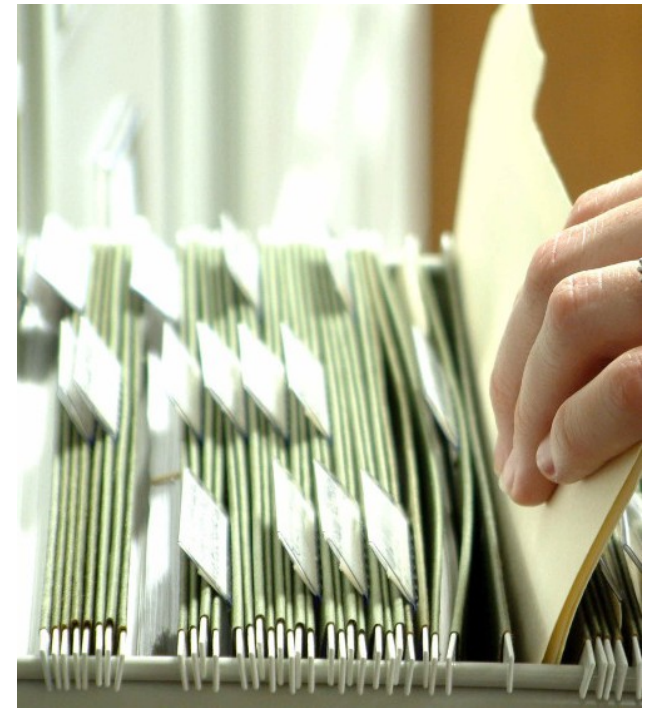
Burnaby Association for Community Inclusion (BACI)

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More information is available on our website at www.gobaci.com.



Privacy Policy

“Keeping your personal
information safe & protected”



Burnaby Association
for Community Inclusion



What is personal information?

Personal information includes:

- Name
- Phone number
- Medical reports
- Relationships
- Address
- Any private reports that identify you

Personal information can be given, used, and shared in ways such as:

- Writing
- Speaking
- Photographs
- Through a computer

People can give BACI their okay to collect, keep, use, or share personal information in writing or by speaking to BACI staff.

Who owns and controls personal information?

- Personal information belongs to each person.
- Adults have the power to make the decisions about how their personal information is collected, used, and shared with others.
- Sometimes, a family member or advocate of an adult has the power by law to make decisions about the person's personal information.
- Children's parents or legal guardians have the power to make the decisions about how their personal information is collected, used, and shared with others.
- The information that BACI has about a person will not be shared without that person's or guardian's approval.

What rights do I have with my personal information?

- People have the right to look at or check their personal information at any time to make sure it is correct.
- People can ask that information be changed if they believe the information is wrong.
- People have the right to take away BACI's permission to use their personal information, and BACI will stop right away.
- BACI will clearly tell the stakeholder what the possible results would be for taking away their consent.

How does BACI use personal information?

BACI will inform all stakeholders about how it will use personal information before or when the person gives the information to us.

BACI will not use personal information for other reasons without asking for the person's okay unless required by law, or if there was a big concern about the person's health and safety.

How will my personal information be protected?

BACI will protect personal information in ways such as:

- Locked cabinets
- Password codes to computers
- Confidentiality statements signed by all BACI staff
- Putting files away as soon as they are finished being used.

Privacy Policy

The Burnaby Association for Community Inclusion respects all individuals' right to privacy. This pamphlet describes how BACI collects, keeps, uses, and shares information on the children, adults, families, members and donors with which we interact (our BACI stakeholders).

Policy

BACI will follow the laws in British Columbia and Canada to keep personal information safe and protected. Personal information given to BACI by a stakeholder will only be used in ways in which the stakeholder approves.