

## **8.2 PRIVACY POLICY – PLAIN LANGUAGE**

### ***Summary***

Burnaby Association for Community Inclusion respects all individuals' right to privacy. This policy describes how BACI collects, keeps, uses, and shares information for the children, adults, and families receiving services and also members and donors (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 that the stakeholder approves of. Personal information can be information like your name, phone number, medical reports, relationships, address, or any other private reports that identify who you are.

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

Personal information belongs to each person. For adults, they 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. For children, their parents or legal guardians have the power to make the decisions about how their personal information is collected, used, and shared with others.

Personal information can be given, used, and shared in ways like writing, speaking, photographs, and through a computer. The information that BACI has about a person will not be shared without that person's approval. This includes information given to BACI in writing, in person, through pictures or photographs, by email, over the phone, or through our website.

BACI will inform all stakeholders about how it will use the information before or when the person gives the information to us. BACI will not use the information for other reasons without asking for the person's okay.

The only time when BACI would give out personal information without the person's approval would be if required by the law or if there was a large concern about the person's health and safety.

People have the right to look or check their personal information at any time to make sure it is correct. People can ask that information be changed if the information they check is wrong.

People have the right to take away the permission they gave to BACI to use their personal information. When a person takes away their okay to use, share or collect their

personal information, BACI will stop right away. BACI will tell the stakeholder what the possible results would be for taking away their consent. BACI will tell the person in a way that makes sense to them. BACI has policies about how personal information is stored. BACI will protect personal information in ways like: locked cabinets, password codes to computers, confidentiality statements signed by all BACI staff, and putting files away as soon as they are finished being used.

If a person believes BACI has wrong information about them, the person can ask a BACI staff to make the right changes. The BACI staff will make the changes when they are sure the information is right. This may mean the person has to give proof about what information is right.

BACI has a Privacy Officer. This person makes sure all the British Columbia and Canada laws and BACI policies about keeping personal information safe and protected are followed. If a person has a question or concern or wants to make a complaint about how their personal information is collected, used, or shared, they can contact the Privacy Officer.

The BACI Privacy Officer is the Executive Director.

*Note: A detailed version of our Privacy Policy (see Privacy Policy – Individuals Receiving Service) can also be reviewed by stakeholders.*