



## **PIPEDA Compliance Policy**

### **Purpose**

Millhouse Resthome is committed to protecting and respecting the personal information of its residence, family members, staff members, and business partners, and so on in accordance with PIPEDA. This policy will provide guidelines to ensure Millhouse Resthome remains compliant with PIPEDA requirements.

### **Definitions**

Personal Information Privacy and Electronic Document Act (PIPEDA) – Establishes rules to govern the collection, use and disclosure of personal information in a manner that recognizes the right of privacy of individuals with respect to their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances.

Definition sourced from The Justice Department of Canada.

### **Policy**

The following guidelines will be complied with to ensure Millhouse Resthome remains compliant with PIPEDA requirements.

The personal information of Millhouse Resthome residence, family members, staff members, clients, and business partners must be managed so as to meet the following PIPEDA requirements:



- All personal information in Millhouse Resthome possession or custody is protected in an appropriate manner.
- Individuals must be informed as to why the information is being collected.
- Consent must be obtained for the collection of information.
- Individuals have the right to withdraw their consent.
- Personal information collected is only collected for reasonable purposes.
- Personal information is used only for the purposes for which it was collected.
- Personal information is retained only for the period of time that it is reasonably required.
- Personal information is destroyed that is no longer required using a safe, secure and effective manner (e.g. shredding).
- All personal information collected is accurate.
- Individuals are allowed to gain access to their personal information, and make corrections as appropriate.
- Appropriate security and safeguards are employed for the protection of personal information.
- Access to personal information is limited to authorized personnel that have a legitimate need to access the information.
- Consent must be obtained prior to the release of any third party.
- Identify and communicate to the individual the forms of information being collected and the rationale for the collection of these forms of information.
- Notify individuals and obtain consent prior to using personal information for any reason other than those provided at the time of collection.

In addition to the above requirements, Millhouse Resthome will designate a representative to hold accountability for the organization's compliance with PIPEDA. The representative will hold responsibility for the management of personal information policies and procedures of Millhouse Resthome.

- The representative shall be Josie Dayao, Administrator

The PIPEDA representative shall be responsible for:

- Developing and implementing policies and practices under PIPEDA including:
  - Procedures that address the collection, use, retention, destruction and management of personal information;
  - Procedures for protecting personal information;
  - Procedures for complaints and inquiries; and
  - Staff training on PIPEDA obligations.



- Staff member privacy agreements/contracts to ensure the protection of personal information where the information must be provided to a third party.

- **Training**

- Each Staff Member will be informed of Millhouse Resthome Policies.

- **Evaluation**

- Millhouse Resthome shall review this Policy, and its effectiveness on an annual basis or more often as deemed necessary.

- **Revision History of this Policy**

- September, 2014 – Development and implementation of Policy

- **Required Forms**

None

- **Legislation/ Standards/ Regulations**

- PIPEDA Personal Information Privacy & Electronic Document Act