

<b>Policy Title</b>	<b>Privacy</b>		
<b>Original date</b>	February 2014	<b>Section</b>	<b>Governance Processes</b>
<b>Date last update</b>	January 2020	<b>Policy #</b>	<b>GOV 1.23</b>

Privacy is important to CMHA Kelowna. In order to ensure that 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 be 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.

Information collected on the CMHA Kelowna web site is voluntarily provided by the individual. We explicitly note our privacy policy on our website.

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.