

SCIC Privacy Policy

From time to time, Saskatchewan Council for International Cooperation (SCIC) will gather, maintain, and use personal information about its members, donors and subscribers, either directly or under the auspices of programs such as the WorldBeat Project or the Make Poverty History Campaign. This policy outlines the steps that SCIC will undertake to safeguard the privacy of this information.

1. Accountability

- a. The SCIC Finance Officer shall act as the SCIC Privacy Compliance Officer.
- b. Complaints and/or inquiries arising from the collection of personal information shall be directed to the Privacy Compliance Officer of the organization.
- c. While SCIC may distribute information from other organizations to its mailing lists from time to time, subscriber's personal information shall not be shared with any third party. Information collected under the auspices of one SCIC program (such as the WorldBeat Project) shall not be merged with information from other programs, but be kept separate in order to receive specific program communications only and not general communications of the organization.

2. Purposes

Personal information will be used to correspond with members, donors or subscribers for the purpose of providing them with official documentation, informing them of upcoming events, circulating information on campaigns or issues, fundraising appeals, or other events as may from time to time arise.

3. Consent

- a. Consent to gather personal information shall be inferred from a subscriber's actions (i.e. emailing a request to subscribe shall constitute consent to use subscriber's personal information).
- b. This policy shall be made available to all subscribers.
- c. Information collected under SCIC Programs may be disclosed to the Saskatchewan Council for International Cooperation only.
- d. Limiting Collection
 - a. The information collected shall be limited to
 - i. Name
 - ii. School or Organization Name (if applicable)
 - iii. Address
 - iv. Postal Code
 - v. Telephone number
 - vi. E-mail address

- b. Name, Address, and Postal Code information is needed to send communications to the subscriber.
- c. Telephone numbers are required to communicate with subscribers quickly (i.e. in the event of a program cancellation).

5. Limiting Use, Disclosure and Retention

Member, donor or subscriber information shall be retained for the life of the Council unless SCIC is requested by the member, donor or subscriber to remove or change such information.

6. Accuracy

- a. Individuals shall be responsible to ensure they have provided the project with correct information.
- b. Individuals shall be responsible for informing the project's Privacy Compliance Officer with appropriate updates to their personal information.

7. Safeguards

- a. All reasonable measures shall be taken to protect subscriber's personal information against loss or theft.
- b. Access to electronically stored information shall be limited to employees of the Saskatchewan Council for International Cooperation.
- c. Employees shall annually be made aware of the need to protect the privacy of subscriber's personal information.
- d. This policy shall be reviewed annually.

8. Openness

This policy shall be published on SCIC's website and the sites of associated programs.

9. Individual Access

- a. Upon request by a subscriber, the Privacy Compliance Officer shall confirm the existence of a subscriber's personal information and shall provide a copy of this policy to the subscriber.
- b. If a subscriber deems her/his personal information to be inaccurate, the subscriber shall be given the opportunity to correct any inaccuracy.
- c. Challenging Compliance
 - a. Complaints and/or inquires regarding this policy shall be directed to the Privacy Compliance Officer.
 - b. Upon receiving a complaint and/or inquiry, the Privacy Compliance Officer shall attempt to resolve the issue as expeditiously as possible.