



## PRIVACY POLICY

### ***Statement and Purpose:***

The BC Institute Against Family Violence respects and upholds an individual's right to privacy and to protection of her or his personal information. The BC Institute Against Family Violence is committed to ensuring compliance with applicable privacy legislation.

### ***Implementation:***

#### **Accountability**

The BC Institute Against Family Violence is accountable for the personal information under its control from employees, donors, volunteers, contractors, Board members, Resource Centre members, registered newsletter recipients, and members of the general public. The BC Institute Against Family Violence has appointed a Privacy Officer who is responsible for the BC Institute Against Family Violence's compliance with this Policy. The Privacy Officer is the Resource Centre Coordinator.

#### **Purposes for Collection, Use and Disclosure**

1. The BC Institute Against Family Violence collects and uses personal information about employees for the following purposes:

- Payroll
- Extended health benefits
- Hiring – reference checks
- Terms of employment
- Discipline
- Termination
- Providing reference checks upon request of former employees
- Disclosure as required by Canada Customs and Revenue Agency (CCRA) and Worker's Compensation Board (WCB)

2. The BC Institute Against Family Violence collects and uses personal information about donors for the following purposes:

Providing tax receipt  
Thank-you letter  
Request for further donations  
Disclosure as required by CCRA

3. The BC Institute Against Family Violence collects and uses personal information about volunteers for the following purposes:

Arranging shifts  
Annual report statistics (disclosing volunteer names only)  
Providing reference letters upon request  
Disclosure as required by WCB

4. The BC Institute Against Family Violence collects and uses personal information about contractors for the following purposes:

Payment for services  
Sending information upon request of contractor  
Terms of contract  
Contract supervision  
Disclosure as required by funders, CCRA, and WCB

5. The BC Institute Against Family Violence collects and uses personal information about Board Members for the following purposes:

Travel reimbursement  
Sending information for their work to them as required/requested  
Recruitment  
Disclosure as required by the *Society Act*

6. The BC Institute Against Family Violence collects and uses personal information about Resource Centre members for the following purposes:

Providing library borrowing services upon request

7. The BC Institute Against Family Violence collects and uses personal information about registered newsletter recipients for the following purposes:

Providing subsequent newsletter issues as requested

8. The BC Institute Against Family Violence collects and uses personal information about members of the general public for the following purposes:

Providing requested information or publications  
Distributing free published materials

9. All research undertaken for and with the BC Institute Against Family Violence adheres to the research ethics protocols of the affiliated university, college, ministry or government sponsored agency and complies with tricouncil requirements, particularly in relation to the privacy rights of research participants. In the case of research undertaken on contract with independent researchers, the Institute requires the researcher to comply with tricouncil requirements as a pre-condition to initiating the research.

### **Disclosure of Information to Third Parties**

The only circumstances under which personal information may be disclosed to third parties is for the fulfillment of any purposes identified above, or as required by law. If personal information is disclosed to third parties for the fulfillment of any purposes identified above, the BC Institute Against Family Violence will ensure that appropriate security undertakings, such as confidentiality clauses in contractual agreements, are employed to protect the transfer and use of personal information. The BC Institute Against Family Violence does not sell, trade, or rent personal information to third parties.

### **Safeguards**

The BC Institute Against Family Violence protects personal information with appropriate security safeguards. Safeguards include physical, administrative and electronic security measures.

## **Access**

You have the right to access your personal information under the control of the BC Institute Against Family Violence. The Privacy Officer will assist you with your access requests. If access cannot be provided, the BC Institute Against Family Violence will notify you, in writing, of the reasons for the refusal and of the process for appealing the decision.

## **Concerns or Questions Regarding The BC Institute Against Family Violence's Compliance**

You may direct your questions or concerns regarding the BC Institute Against Family Violence's compliance with this Policy to the Privacy Officer, at 604-669-7055 or [bcifv@bcifv.org](mailto:bcifv@bcifv.org).