

Wellington Square Co-operative Homes Inc

Co-operatively owned and operated by the members who live here

Policy No. 28. Personal Information Protection Policy

- 28.1. The Personal Information Protection Officer will ensure that Wellington Square Co-operative Homes Inc. follows the Personal Information Protection and Electronic Documents Act and its principles. They will receive and follow up on any inquiries or complaints about how Wellington Square Co-operative Homes Inc. collects, uses and shares personal information.
- 28.2. Wellington Square Co-operative Homes Inc. shall only collect the personal information that it requires to ensure sound management of Wellington Square Co-operative Homes Inc. and to fulfill its obligations to its members and the government.
- 28.3. Wellington Square Co-operative Homes Inc. shall use and share personal information only with the agreement of the individuals concerned.
- 28.4. Wellington Square Co-operative Homes Inc. will store personal information securely to prevent unauthorized use. Wellington Square Co-operative Homes Inc. will destroy personal information when it is no longer needed
- 28.5. Individuals will, on request, have access to any personal information and records about themselves that Wellington Square Co-operative Homes Inc. has retained on file. Wellington Square Co-operative Homes Inc. will correct any errors in personal information that the individual brings to its attention.

Passed by the P.I.P.E.D. committee on the 2nd day of March, 2004

Passed by the Board of Directors on the 9th day of March, 2004

Passed by the General Membership on the 24th day of March, 2004