



**MOOSE HIDE
CAMPAIGN**

**CAMPAGNE
MOOSE HIDE**

Policy Name: Protection of Privacy

Date of Issue: November 15, 2023

Policy Review Period: Every three years

Policy Statement:

The Moose Hide Campaign is committed to protecting the personal information and data we collect for the purposes of the Campaign.

The Moose Hide Campaign collects only personal information that is directly related to, and needed for, the implementation and operations of Moose Hide Campaign programs.

This policy provides direction to ensure that the protection and privacy of all personal and proprietary information used for any purpose by the Moose Hide Campaign.

Scope:

This policy applies to all employees of the Moose Hide Campaign, including full-time, part-time, and temporary employees, contractors, internships, co-op placements, and all members of the Moose Hide Campaign Leadership Council.

Privacy Officer:

The Chief Executive Officer is the Chief Privacy Officer for the Moose Hide Campaign. The Chief Privacy Officer is responsible for:

- Ensuring compliance with privacy laws including but not limited to The Personal Information Protection Act (PIPA)
- Ensuring procedures are in place with respect to:
 - The collection, retention, access to and disposal of personal and private information.
 - Obtaining consent.
 - Accessing and sharing of personal and private information.
 - Responding to and investigating privacy incidents or breaches

- Storage and retention of confidential information
- Training
- Security
- Other actions and responsibilities required by funders and legislation.
- Promoting, monitoring, and reporting on compliance with PIPA and other Moose Hide Campaign policies.

Employees:

All employees and volunteers are required to familiarize themselves with the requirements in the Personal Protection of Privacy Act, this policy and procedures respecting the use, storage, retention, security, and disposal of personal and private information.

Employees must only seek to access and use Personal Information necessary for the performance of their duties.

Employees shall not use personal and proprietary information that is in the custody of the Moose Hide Campaign for their personal gain or for any reason outside of their employment.

Use of Technology

All employees shall ensure that personal devices and computers, cell phones, tablets and other electronic devices are password protected and are kept in secure locations.

Publishing Personal Information

The Moose Hide Campaign collects information and shares the stories provided by Elders and others through recordings, videos, documentation, and correspondence. The Chief Privacy Officer shall ensure that all information gathered respects and acknowledges appropriate traditional and cultural responsibilities regarding the gathering and sharing of stories.

The Moose Hide Campaign respects that the telling of personal stories is an important part of healing and its work to end violence against Women and Children. The Moose Hide Campaign will, when sharing information and knowledge gained through others, ensure that confidential and/or sensitive information gathered through the sharing of others is kept confidential and secure.

Use of Information

The Moose Hide Campaign uses and discloses the Personal Information in its custody or under its control:

- Only for the purpose for which that information was obtained or compiled or for, and
- In a manner to which an individual has consented.

Accuracy of Information

The Moose Hide Campaign will make every reasonable effort to ensure that the Personal Information in its custody or under its control is accurate and complete and will allow Employees and others to confirm the accuracy of this information.

Access to Personal Information

The Moose Hide Campaign understands that individuals have a right to access Personal Information about themselves, subject to exceptions under the PIPA.

The Chief Privacy Officer shall ensure that procedures are in place for individuals wishing to access personal information in the care of the Moose Hide Campaign.

Individuals may withdraw their consent to use their personal information at any time, except where such information is required by law and for the purpose of employment with the Moose Hide Campaign.