

Camp Artaban Privacy Policy

3.5 Privacy Policy

It is the policy of Camp Artaban to comply with the requirements of the Personal Information Protection Act or PIPA (Bill 38-2003) which sets out requirements for how organizations may collect, use, disclose and secure personal information.

3.5.1 Consent to collect personal information

Artaban will get consent for collecting, using and disclosing an individual's personal information, except where PIPA excuses consent (such as employee personal information reasonably needed for the employment relationship; in an emergency; for an investigation where consent would compromise the availability or accuracy of the information). Artaban will get consent in a form appropriate to the sensitivity of the personal information. If an individual modifies or withdraws consent, Artaban will comply with the change. If an individual wants to withdraw consent, Camp Artaban will explain the consequences of withdrawal.

3.5.2 Collection of personal information

Artaban will collect personal information only for reasonable purposes and collect only as much as is reasonable for those purposes. Unless PIPA permits otherwise Artaban will collect personal information directly from the individual concerned and tell the individual how Camp Artaban will use and disclose the information at the time it is collected or before.

3.5.3 Use and disclosure of personal information

Camp Artaban will use and disclose personal information only for the purpose for which it was collected unless the individual consents, or if PIPA permits the new use or disclosure without consent.

3.5.4 Access to personal information

On request, Camp Artaban will provide an individual with information about the existence, use and disclosure of the individual's personal information and provide access to that information unless PIPA allows otherwise. Artaban will ensure that personal information is as accurate and complete as necessary and on request, and where satisfied on reasonable grounds, will correct information that is inaccurate or incomplete.

3.5.5 Security of Personal information

Camp Artaban will ensure that personal information is kept secure and is held for only as long as is reasonable for business or legal reasons.

3.5.6 Resolution of Complaints

Artaban will have a complaint process respecting the application of PIPA, and will make this available to individuals upon request.

3.5.7 Designate a Privacy Officer

Camp Artaban will designate a privacy officer who will be responsible to ensure that Camp Artaban complies with PIPA.