

Policy and Procedure

SUBJECT: Release of Personal Information Policy

ADOPTED by/date: March 20, 2019

REFERENCE:

PURPOSE

The St. Clair College Retirees' Association collects, compiles and maintains basic membership information which includes names, addresses, interests, fee status, etc. This information is intended to meet the needs of the Association. On occasion, the Association has received requests for access to the information pertaining to members. This policy has been developed to provide a basis for decision-making when dealing with the use or release of any information from the Association data base. The information compiled by the Association is primarily collected for the purpose of communicating with the members of the Association and for recording the fee status of individual members. Every effort is made to collect and retain accurate, current data

POLICY:

The St. Clair College Retirees' Association (hereinafter called 'the Association') shall not disclose personal information in its custody or under its control except:

- (a) for the purpose for which it was obtained or compiled or for a consistent purpose;
- (b) where the person to whom the information relates has identified that information in particular and has consented to its disclosure;
- (c) for the purpose of complying with an Act of the Legislature, an Act of Parliament or a Court Order;
- (d) in compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased.

PROCEDURES:

- a) Where mailings are authorized by the Executive Committee, (e.g. College mailing, United Way, etc.) the Association will provide sets of Mailing labels to prevent unauthorized duplication of the lists and to preserve the intent of this policy.
- b) It is of prime importance to protect the privacy of our membership. At the same time, we want to be of assistance when someone wants to contact one of our retirees. To protect privacy AND to assist our members we have adopted the following procedure:

ACCOUNTABILITY:

The Executive Committee will be accountable for the interpretation and implementation of this policy.

POLICY CATEGORY & NUMBER:

DISTRIBUTION: Executive Board