

Privacy Policy

Local Party of Canada

Version made in 2020

1. Policy objectives

In the operations of the Local Party of Canada we collect personal information. The Local Party of Canada is committed to protecting the right to privacy of all individuals about whom it has collected personal information.

2. Why we collect personal information

We collect personal information for a variety of reasons. In general, the information collected relates to member rights, donations, studies we conduct or inquiries we receive. We may also collect information for administrative purposes, for example, to provide additional information that the person has requested. Information may also be collected, for example, as part of a membership consultation.

We may only use your personal information for the purposes for which it was collected or for a use consistent with those purposes.

Some of the electronic tools we use to serve our members provide the collection of personal information.

Under no circumstances may the personal information we collect be sold to individuals or entities.

3. What personal information do we collect?

We only collect personal information that is directly related to our operations. Whenever possible, this information will be collected directly from the individual involved. The amount and type of information collected will be limited to what is necessary for the identified purposes. We only collect what we need.

For example, we may ask for your name, contact details and obtain your opinion as part of an investigation or consultation. We may also collect wire transfer information for member fee payments, donations, your IP address as needed, including cookies, if you visit our website.

Sometimes we get more information than we need. For example, some people indicate their ID codes on their requests. We encourage our members not to provide information beyond what is necessary.

We may also collect personal information from other sources as necessary, including cookies, employers, government or from organizational records and records.

The Personal Information Bank contains personal information under the control of Local Party of Canada. The personal information described in the personal information bank has been used, is being used or is available for administrative purposes or is classified in such a way that it can be recovered as efficiently as possible, either by the name of the person or by the riding of membership.

4. Who can see your personal information?

We will not share your personal information without your consent. In the case of an authorized communication, we will attempt to communicate only the specific information that is necessary in the circumstances and, to the extent possible, we will notify the individual of the communication.

Access to personal information within the Local Party of Canada will be limited to employees who require the information to perform their duties. These employees will treat the information in the strictest confidence and will not give access to this information to any unauthorized person. The level of access to personal information will be granted to employees on a need-to-know basis.

Anyone we hire under contract or otherwise to perform functions on our behalf must comply with this policy and related internal procedures. Any breach of any part of the contractual agreement may result in cancellation of the contract.

5. How do we protect your personal information?

In any organization, failure to protect personal information can increase the risk of privacy breaches. These breaches can lead to various problems such as damaging an individual's reputation or allowing fraud or identity theft.

We will protect personal information against loss or theft, unauthorized access, use or disclosure, modification or destruction, by appropriate administrative, technical and physical security and protection measures.

The level of protection afforded to personal information depends on such factors as the degree of sensitivity of the personal information, the quantity, distribution and format of the information and the method of retention.

6. Consent

Whenever possible, we try to obtain the consent of the individual before collecting their personal information. The form of consent may vary depending on the circumstances and the type of information sought. Consent may be express or implied and may be provided directly by the individual or by their authorized representative.

We prefer to obtain explicit consent, whether verbally, electronically or in writing. Implied consent can be reasonably inferred from a person's action or inaction, for example, providing a name and address to receive a post or a name and phone number to obtain a response to a post. question. In determining the appropriate type of consent, we take into account the sensitivity of the personal information involved, the purposes for which it is collected and the reasonable expectations of the individual. If we want to use the personal information for a new purpose, we will describe the intended use and ask for consent again.

We will not use your personal information without your consent, unless it is to be used for the same purposes for which the information was originally collected or compiled and if the use is compatible with that purpose.

7. Retention and destruction of personal information

We must ensure that all personal information is treated according to a pre-established life cycle. We will retain personal information in accordance with maximum retention periods which will be the rights of members or election cycles.

Disposal and destruction of personal information is carried out for what is necessary for the identified purposes.

8. Access to and correction of personal information

You can access or correct your personal information informally. However, you have the right to formally request access to or correct your personal information. You also have the right to formally request access to information in our Local Party of Canada records which may include your personal information.

9. Our roles and responsibilities

We are responsible for the personal information collected, retained, used, disclosed and destroyed in the performance of our mandate. The Administrative Director is responsible for monitoring the application of these policies and practices to ensure compliance, including providing the same training to employees on this Policy, ensuring open, complete and timely communication with employees and others. about the policies, practices and expectations of the Local Party of Canada regarding the handling of personal information, establishing standards for the classification of the sensitivity of personal information to determine the appropriate level of protection for that information, working with digital director to protect personal information from loss and from improper access, use, disclosure or destruction by implementing systems that ensure that only those employees whose functions require access to personal information are authorized to have access to the information in question, including specific provisions in contracts or other arrangements with third parties, which require compliance with personal information, as well as this policy and internal procedures, ensuring that procedures are in place so that individuals can request access to their personal information and request that it be corrected, and file complaints regarding the management of their personal information, ensuring that procedures are in place to notify individuals from any improper collection, retention, use, disclosure or destruction of their personal information, monitoring the degree of compliance with this policy and, if necessary, taking action to correct any deficiencies.

Employees - Staff members who collect personal information on behalf of the Local Party of Canada will be required to explain the purposes for which the information is being obtained. If they cannot do so, they will be required to refer the person to another employee who can explain the reason for the collection. It is the responsibility of each Local Party employee to inform themselves about their

obligations under this privacy policy. Employees must report any violation of the Policy to their managers or the Executive Director.

Directors - In addition to the above responsibilities, directors should educate their employees about the obligation to comply with the Policy. They should also consider any matter brought to their attention about the Policy.

Administrative Director - The Administrative Director will provide advice and direction to directors and employees with respect to the Local Party of Canada's handling of personal information. It will also serve as the first point of contact for those seeking information about or having concerns about the handling of their personal information by the Local Party of Canada.

10. Monitoring and evaluation

Our internal audit program also includes verification of compliance with this policy. We perform periodic audits of all of our programs and services. The results of the internal audits are transmitted to the Local Party Leader of Canada.

11. References:

Office of the Privacy Commissioner of Canada, Privacy Policy;

Canada Elections Act.

12. Questions or complaints

Questions or complaints can be brought to the attention of any Local Party of Canada employee. If the employee cannot help, they should refer the matter to their immediate supervisor or a manager.

If you have any questions regarding this policy or the way we handle personal information, you may also contact:

Administrative director

Email: admin@partilocal.ca

Website: www.partilocal.ca

When a person is dissatisfied with the measures that may have been taken by the Local Party of Canada to correct the situation or with the explanations provided, they are informed of their right to lodge a complaint and receive instructions.