

<b>STATEMENT of POLICY and PROCEDURE</b>			
Section	3.0 Operational	Original Effective Date	Nov. 27, 2006
Sub-Section	3.3 Programs and Projects	Date of Last Amendment	March 27, 2017
Subject	3.3.1 Access to Information & Privacy		
Subject			
Attachments			
Reference			

### **Purpose**

The ESCC is committed to protecting the privacy and maintaining confidentiality of personal information and organizational information. We have based our policy of Personal Information on currently applicable legislation.

### **Policy**

The ESCC maintains a list of individual and organizational members. The ESCC also maintains contact information relevant to its organizational mandate. This information collected is not shared with any outside agency unless specific consent is given.

### **Procedures**

#### Definition:

Personal information is information that can be used to distinguish, identify or contact a specific individual. The personal information that the Edmonton Seniors Coordinating Council generally collects includes: name, address, telephone number, e-mail address. The ESCC will also keep records of donations received. Personal information is handled in accordance with this policy.

#### Disclosure:

When inquiries are made with ESCC regarding opportunities for our membership we will share this via social media, newsletter or direct contact to specific members if necessary, leaving members free to initiate contact for further information.

Member agencies are profiled on our website and their contact information such as address, telephone number, fax number, website address, e-mail address, the organization's program information, contact person, and employment opportunities are available there for the public – ESCC does not consider this information to be private and therefore we will not seek an agency's permission for posting the above-noted information.

Consent:

ESCC will expressly ask for permission to share information (with other senior-serving agencies) such as logic models, policies, etc.

Accuracy and Updating:

ESCC makes every reasonable effort to ensure that personal and membership information is current. It is the responsibility of individual and organization members to inform the ESCC of any change in personal or member info.