

Archdiocese of Winnipeg

FREQUENTLY ASKED QUESTIONS

1. **How is personal information defined under the *Personal Information Protection and Electronic Documents Act (Canada)*?**

Personal information is defined as any information about an identifiable individual, but does not include the name, title, business address or telephone number of an employee of an organization. As a result, personal information is any information that can be used to identify, distinguish or contact a specific individual. Personal information can include facts about, or related to, an individual, as well as an individual's opinions or beliefs. However, personal information does not include publicly available information (for example, an individual's name, address and telephone number that appears in a telephone directory that is available to the public, where the individual can refuse to have their personal information appear in such a directory).

2. **Why do we collect personal information about our parishioners, constituents, donors, sponsors, volunteers and other stakeholders?**

We collect and use personal information for the following purposes:

- (a) to identify our parishioners, constituents, donors, sponsors, volunteers and other stakeholders;
- (b) to establish and maintain responsible relationships with our parishioners, constituents, donors, sponsors, volunteers and other stakeholders;
- (c) to understand, develop and/or enhance the needs, desires, concerns or opinions of our parishioners, constituents, donors, sponsors, volunteers and other stakeholders;
- (d) to provide products and/or services and carry out organizational activities, all with a view to advancing the goals of our Mission Statement;
- (e) to manage and develop our business and operations; and
- (f) to meet legal and regulatory requirements.

3. **Who is responsible for our personal information management practices?**

Responsibility for our personal information management practices, including our compliance with the provisions of our Privacy Policy, rests with our Privacy Officer.

4. **How do we protect your personal information?**

We use appropriate security measures to protect personal information against such risks as loss or theft, unauthorized access, disclosure, copying, use, modification or destruction, regardless of the format in which it is held. We also protect personal information when it is being disclosed to third parties by contractual or other means, stipulating the purposes for which it is to be used and the necessity to provide a comparable level of protection.

5. **As one of our parishioners, constituents, donors, sponsors, volunteers or other**

stakeholders, can you place restrictions on our collection, use and disclosure of your personal information?

Yes. However, should you do so, this may limit or eliminate altogether our ability to provide products and/or services to you, to involve you in other organizational activities and/or to communicate with you. As a result, before you place any restrictions on our collection, use or disclosure of your personal information, you may wish to discuss the consequences of such restrictions with our Privacy Officer.

6. Do we have a Privacy Policy?

Yes. Please contact our Privacy Officer to obtain a copy of our current Privacy Policy. Please keep in mind that we anticipate updating our Privacy Policy from time to time to keep pace with developments in privacy law in Canada.

7. Why have we also made available a Privacy Protection Pledge?

Our Privacy Protection Pledge describes, in a concise way, why we collect personal information, how we use personal information, when and why we disclose personal information and how we protect personal information. While all of this information can also be obtained from our Privacy Policy, our Privacy Protection Pledge provides this information more directly.

8. Where can you obtain more information on privacy?

For a copy of the *Personal Information Protection and Electronic Documents Act* (Canada), please visit the Privacy Commissioner of Canada's web site at www.privcom.gc.ca. This web site provides a wealth of privacy information, and is an excellent starting point for anyone who wants to learn more about privacy law.