

Archdiocese of Winnipeg

OUR PRIVACY PROTECTION PLEDGE

We want to make sure that we comply with the new legal obligations imposed by the federal government's *Personal Information Protection and Electronic Documents Act* ("**PIPEDA**") regarding the collection, use and disclosure of personal information in commercial activities.

That is why we have developed this Privacy Protection Pledge. We want you to understand the purposes for which we collect personal information. We also want to make sure that we have your consent to continue to collect, use and disclose your personal information for these purposes.

We have also developed a Privacy Policy, which specifies and describes the principles and guidelines that we have adopted for the collection, use, disclosure and retention of personal information.

The following is a brief summary of our privacy practices:

What is personal information?

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. Personal information does not include publicly available information (for example, names, addresses and telephone numbers which are published in telephone directories) or business contact information (for example, the name, title, business address or telephone number of an employee of an organization).

Why do we collect personal information, and how do we use it?

In providing products and/or services or otherwise carrying out our organizational activities, we collect personal information about our parishioners, constituents, donors, sponsors, volunteers and other stakeholders. We respect your privacy, which is why we collect and use personal information only for the following purposes:

1. To identify our parishioners, constituents, donors, sponsors, volunteers and other stakeholders;
2. To establish and maintain responsible relationships with our parishioners, constituents, donors, sponsors, volunteers and other stakeholders;
3. To understand, develop and/or enhance the needs, desires, concerns or opinions of our parishioners, constituents, donors, sponsors, volunteers and other stakeholders;
4. To provide products and/or services and carry out organizational activities, all with a view to advancing the goals of our organization;
5. To manage and develop our business and operations; and
6. To meet legal and regulatory requirements.

We collect information only by lawful and fair means, and not in an unreasonably intrusive way. Wherever possible, we try to collect your personal information directly from you.

When do we disclose personal information?

There are a variety of circumstances where we may need to disclose some personal information about our parishioners, constituents, donors, sponsors, volunteers and other stakeholders. For example, we may disclose an individual's personal information:

1. To a third party that is involved in supplying that individual with our products or services or in otherwise carrying out our organizational activities;
2. To a third party that we have engaged to perform functions on our behalf, such as direct mail processing;
3. To a person who, in our reasonable judgment, is seeking the information as an agent of that individual. For example, we may provide information about an individual's donations or sponsorships to that individual's legal, accounting or financial advisors if we are satisfied that an advisor is requesting the information on behalf of that individual;
4. To a public authority or agent of a public authority if, in our reasonable judgment, it appears that there is imminent danger to life or property which could be avoided or minimized by the disclosure of the information;
5. To a third party that is affiliated with or otherwise related to or part of our organizational group;
6. To a third party where that individual has consented to such disclosure;
7. To a third party with whom we are negotiating for the purpose of them taking over some or all of our product and/or service offerings and/or other organizational activities; and
8. To a third party where such disclosure is required or permitted by law.

Any disclosure of an individual's personal information that is contemplated in any of items 1 to 7, both inclusive, will be made on a confidential basis. We use contractual or other means to protect the information and to make sure that the information is used only for the purpose(s) for which it was disclosed.

WE WILL NOT DISCLOSE YOUR PERSONAL INFORMATION TO ANY THIRD PARTY FOR THE PURPOSE OF ENABLING THEM TO MARKET THEIR PRODUCTS AND/OR SERVICES TO YOU WITHOUT FIRST SEEKING YOUR EXPRESS CONSENT TO DO SO!

How do we protect your personal information?

In order to protect your personal information, we will:

1. Not collect, use or disclose your personal information for any purpose other than those identified above, except with your further consent. Consent for any of the identified purposes or for any additional purpose can be provided in writing, orally or electronically. Consent can be express or it may be implied in appropriate circumstances;
2. Protect your personal information with security safeguards that are appropriate to the sensitivity of the information;
3. Protect the confidentiality of your personal information when dealing with other organizations;

4. Use reasonable efforts to keep your personal information as accurate and up-to-date as is necessary for the purposes for which it is to be used and/or disclosed. Your assistance in keeping your personal information up to date is greatly appreciated; and
5. Respond to any request you may make for access to your personal information. We will need specific information from you to verify your identity before we can respond to your request. In addition, there may be instances where we will not be able to provide you with the personal information that you have requested. If we deny your request for access to your personal information, we will provide you with an explanation in writing.

What are your choices?

We would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. However, you do have choices, and you can refuse or withdraw your consent as follows:

1. You may refuse to provide your personal information to us. You may also withdraw your consent for us to collect, use or disclose your personal information at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, 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.
2. You may have your name removed from our telephone, mail or e-mail lists. We use these lists to inform you of relevant activities or initiatives that we are contemplating or undertaking and that we think may be of interest to you.

If you have any questions or concerns about our privacy practices, please contact our Privacy Officer.

Otherwise, we will assume that we have your consent to collect, use and disclose your personal information (including personal information that we have previously collected) for the identified purposes and in a manner consistent with our Privacy Policy.

For a copy of PIPEDA or to contact the Privacy Commissioner of Canada, please visit the Office of the Privacy Commissioner of Canada's Internet web site at: www.privcom.gc.ca