



Personal Information and Protection of Privacy
Approved October, 2003

Statement: SPARC BC is committed to protecting the privacy of the personal information of its members, donors, supporters, volunteers, employees and other stakeholders and to complying with legislation regarding protection of personal information. In the cause of meeting our mandate and providing quality services, we gather and use personal information by consent and recognize that this imposes a grave responsibility to carefully tend that information, and be transparent and accountable in how we deal with that information.

1. Personal information is any information that can be used to distinguish, identify or contact a specific individual, with the exception of information that is publicly available, such as names, addresses, telephone numbers and other electronic communications that are published in telephone or other directories. Business contact information, including where home contact information is used as business contact information, is also not subject to protection as personal information.
2. We collect, use and disclose personal information only for the purposes that a reasonable person would consider appropriate in the circumstances. We routinely inform and offer the individuals we deal with the opportunity not to have their information used for purposes beyond which it has been collected.
3. Personal information gathered by SPARC BC is kept in confidence and safeguards are in place to ensure that the information is not available or disclosed or shared more widely than is necessary to achieve the purpose for which consent has been received. Protection includes working to ensure the integrity of the information is maintained and that it is kept in accordance with retention guidelines and then appropriately destroyed.
4. Information collected and stored electronically is appropriately protected through up-to-date and regularly reviewed procedures and software, including password protocols.
5. SPARC BC has a staff member appointed as Privacy Officer who provides leadership to the privacy program and reports to the Board of Directors on a yearly basis with an audit of SPARC BC's policy compliance.
6. SPARC BC promptly responds to questions, concerns or complaints concerning this policy or its use of personal information.