

## **Organizational Privacy Policy**

Child Development Resource Connection Peel is committed to protecting the privacy of the personal information of its service recipients, members, customers, donors, and other stakeholders. All personal information is dealt with according to the principles of transparency and accountability. All personal information that is collected is carefully protected and any use of this information is subject to consent.

### **Definitions:**

**Personal information** is defined as any information that could be used to distinguish, identify, or contact a specific individual. Exceptions are business contact information and publicly available information such as numbers published in a phone directory.

**Transparency** is the conveniently accessible provision of clear and understandable information about an organization's privacy policies and practices to all its stakeholders.

**Accountability** is the responsible control of all personal information that an organization possesses, including appropriate use of consent and utilization of stringent security procedures.

**Approved February 16, 2004**