



Privacy policy

Approved by the Board of Directors on 15 July 2022

What we do with the information we collect

M.I.N.D. Program Moving in New Directions Inc. (MIND Program) is committed to protecting the privacy, confidentiality and security of all personal information with which it is entrusted in carrying out its mission. This Privacy Policy incorporates the provisions of Ontario's Personal Health Information Protection Act (PHIPA), Quality-of-Care Information Protection Act, and Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy includes the ten internationally accepted principles of the Canadian Standards Association's Model Code for the Protection of Personal Information, published as a national standard for Canada in 1996. The ten principles, which form the basis of this Privacy Policy, are interrelated, and therefore, the MIND Program will adhere to the ten principles as a whole:

1. Accountability for Personal Information

The MIND Program is responsible for personal information under its control and has designated an individual who is accountable for M.I.N.D compliance. Secretary-Treasurer Doug Pritchard is the Privacy Officer responsible for the organization's compliance with all privacy legislation.

2. Identifying Purposes for the Collection of Personal Information

At or before the time personal information is collected, the MIND Program will identify the purposes for which personal information is collected. The primary purposes are for the delivery of services, reporting to funding agencies, and meeting legal and regulatory requirements.

3. Consent for the Collection, Use, and Disclosure of Personal Information

The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where inappropriate.

4. Limiting Collection of Personal Information

The collection of personal information will be limited to that which is necessary for the purposes identified by the MIND Program. Information will be collected by fair and lawful means.

5. Limiting Use, Disclosure, and Retention of Personal Information

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information will be retained only as long as necessary for the fulfillment of those purposes.

6. Ensuring Accuracy of Personal Information

Personal information will be as accurate, complete, and up-to-date as is necessary, for the purposes for which it is used.

7. Ensuring Safeguards for Personal Information

Security safeguards appropriate to the sensitivity of the information will protect personal information.

8. Openness about Personal Information Policies and Practices

The MIND Program will make readily available to individuals specific information about its policies and practices relating to the management of personal information.

9. Individual Access to Own Personal Information

Upon request, an individual will be informed of the existence, use, and disclosure of his or her personal information and will be given access to that information. An individual will be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

10. Challenging Compliance with MIND Program Practices

An individual will be able to challenge compliance with this policy by contacting 647-812-7925 or contact@mindprogram.org