

**NOVEMBER 2014**  
**THE LASQUETI LAST RESORT SOCIETY HOUSING**  
**Personal Information Protection Policy**

The LASQUETI LAST RESORT SOCIETY is committed to safeguarding personal information that the Society may collect in the service of providing rental housing for elders on Lasqueti Island. Among our highest priorities are respecting the privacy of the Society's residents (as well as that of employees, contractors and members), protecting personal information, and maintaining strict confidentiality regarding Society business.

While the Society respects personal privacy and safeguarded personal information, it strengthens its commitment to protecting personal information as a result of British Columbia's *Personal Information Protection Act* (PIPA). PIPA, which came into effect on January 1, 2004, sets out the ground rules for how B.C. not-for-profit organizations may collect, use and disclose personal information. [http://www.bclaws.ca/Recon/document/ID/freeside/00\\_03063\\_01](http://www.bclaws.ca/Recon/document/ID/freeside/00_03063_01)

The Society will inform our residents of why and how it will collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices we will follow in protecting personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of personal information gathered, as well as allowing our residents to request access to, and correction of, their personal information.

#### **Scope of this Policy**

This Personal Information Protection Policy applies to The Lasqueti Last Resort Society. This policy also applies to any contractors, employees or other service providers collecting, using or disclosing personal information on behalf of The Lasqueti Last Resort Society on Lasqueti Island.

#### **Definitions**

**Personal Information** – means information about an identifiable *individual*. E.g., name, birth date, home address, phone number, social insurance number, income, assets, liabilities, and rental history, Personal information does not include contact information (described below).

**Contact information** – means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email and/or business fax number. Contact information is not covered by this policy or PIPA.

**Privacy Officer** – means the individual designated responsibility for ensuring that The Lasqueti Last Resort Society complies with this policy and PIPA.

**Landlord: The Lasqueti Last Resort Society**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Occupant:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature