

## **Growing in Faith Together**

### **Privacy Policy**

1. Diocese Privacy Standards Policy is based on and complies with the Protection of Personal Information and Electronic Documents Act, S. C. 2000 c 5. This Act provides that where a third party, (such as M & M International Inc.) receive information for processing, that third party is to be bound by contract or other means (confidentiality agreement) to provide a comparable level of protection of the information while it is being processed by that party. (s. 4.1.3, Schedule 1, PIPED Act)
2. The contract confirms that M & M International Inc. agrees to comply with the Diocese's policies, rules and procedures in their work on the GIFT campaign. This would include the Diocese Privacy Standards Policy and its procedures.
3. The contract requires that M & M International Inc. treat personal information received in confidence, not disclose it, nor to use it for any purpose other than the GIFT campaign with the Diocese.
4. The contract requires that all information associated with GIFT campaign received by M & M International Inc. from Diocese be returned to Diocese at Diocese's request or, at latest, at the end of the contract.
5. The contract requires that M and M International Inc. sign a confidentiality agreement on protection and handling of personal information provided as part of GIFT campaign.
6. All GIFT campaign volunteers are to sign a confidentiality agreement covering same items as 5.
7. Diocesan staff who may be dealing with personal information associated with the GIFT campaign are also to sign a confidentiality agreement covering same items as 5.