

Ontario Principals' Council Privacy Policy for Members and Associates

The Ontario Principals' Council recognizes the importance of privacy and the sensitivity of personal information. We are committed to protecting any personal information we hold. In addition, our lawyers have a professional obligation to keep confidential all information they receive within a lawyer-client relationship. This Privacy Policy outlines how we manage your personal information and safeguard your privacy.

Your Privacy Rights

From January 1, 2004, all businesses engaged in commercial activities must comply with the *Personal Information Protection and Electronic Documents Act*, and the Canadian Standards Association Model Code for the Protection of Personal Information, which it incorporates. These obligations extend to all businesses, including the Ontario Principals' Council. The Act gives you rights concerning the privacy of your personal information.

The Ontario Principals' Council is responsible for the personal information we collect and hold. To ensure this accountability, we have developed this policy, and trained our staff about our policies and practices.

Why Does the Ontario Principals' Council Need Personal Information?

The Ontario Principals' Council provides professional and legal advice and services and professional development courses, workshops and products to a wide range of Members, Associates and, in some cases, other individuals. In doing so, it produces direct marketing materials concerning its services and communicates regularly with Members and Associates about matters of importance or interest to them.

What personal information do we collect?

Personal information is any information that identifies you, or by which your identity could be deduced.

If we did not collect and use your personal information we could not provide you with professional or legal advice and services; nor could we provide you with professional development opportunities or ensure you receive appropriate recognition for having taken our various courses. Finally, we require your personal information in order to communicate with you regularly about the activities of the OPC and other matters of importance to Members and Associates.

How do we collect your personal information?

We collect information only by lawful and fair means and not in an unreasonably intrusive way. We collect your personal information directly from you when you become a Member or Associate of OPC.

Sometimes we may obtain information about you from other sources: for example,

- from a government agency or registry (e.g. the Ontario College of Teachers);
- your employer;
- your insurance company or doctor if we are assisting you with an LTD or disability-related matter.

Consent

In most cases, we shall ask you to provide your consent if we collect, use, or disclose your personal information. Normally, we ask for your consent in writing when you become a Member or Associate