

Canadian Network of Positive People (CPPN)



Privacy Policy

(Provisional)

A review and update of policies are underway

Policy Number: GOV-2021-002 v.2 | 2020-11-02



Provisional

Privacy Policy

Canadian Positive People Network

(CPPN)

For the purposes of this policy, the term "**CPPN**" shall refer to and include the organization's directors, officers, employees, agents, and financial, legal, and other advisors.

1. Policy Statement

The CPPN believes that your business is yours alone; your privacy is of paramount importance. Virtual communication is the way of the world these days and the CPPN is committed to ensuring that your privacy is protected when you interact with us online. In doing so, and in developing this policy, the CPPN has relied on examples of global practice while ensuring compliance with Canadian privacy laws, regulations and guidelines.

2. Purpose

The purpose of this Policy is to affirm and strengthen the commitment of the CPPN to protecting the privacy of visitors to our Website (www.cppnrcps.ca) and to our "CPPN Members' Domain".

3. Scope

This Policy is intended to inform the general public and CPPN members about the types of data we collect and how we collect it, as well as how we use, process and disclose information, including personal information, in conjunction with access and use of our Website and the "CPPN Members' Domain".



4. Definitions

- a. " **Anonymous information** " is information that is neither associated nor linked to personal information. Anonymous information shall not identify individuals.
- b. " **Personal information** " is any information that identifies a person. This information may include, but is not limited to, name, gender, date of birth, language of correspondence, mailing address, telephone number, fax number, email address and affiliations organizational. For employees of an organization, personal information does not include the person's name or contact information.

5. Procedure and application

- a. The CPPN is committed to ensuring the privacy of people who visit www.cppnrcps.ca and / or the "CPPN Members' Domain". Although we do not collect personal information by default, we do collect statistical information that captures visitor activity (e.g., pages visited, frequency of visits, geographic location of visitors, etc.). The CPPN will use this data to facilitate the ongoing development and maintenance of www.cppnrcps.ca and / or the "CPPN Members' Domain" that is responsive to visitors' interests.
- b. The CPPN ensures that this Policy and the practices of the CPPN respect the *Personal Information Protection and Electronic Documents Act* and its regulations.
- c. In addition, the CPPN must, where applicable, comply with provincial privacy legislation and regulations, including the *Personal Information Protection Act (Alberta)*, *Personal Information Protection Act (British Columbia)* and the *Act respecting the protection of personal information in the private sector (Quebec)*.
- d. The CPPN utilizes **Google Analytics** to track, analyze, evaluate and report how and when www.cppnrcps.ca and / or the "CPPN Members' Domain" is used. Google Analytics uses first-party cookies to track and report visitor interactions. These cookies are used to store information that is not personally identifiable. Browsers do not share first-party cookies in all areas. For more information on the Google Analytics Privacy Policy, please see <http://www.google.com/analytics/learn/privacy.html>.
- e. Any information voluntarily disclosed to the CPPN is used to assess and tailor the needs and interests of our visitors and we only use the information shared for the sole and explicit purposes set out in the voluntary disclosure.



- f. The only employees and volunteers who are granted access to personal information are those with a business “need-to-know” or whose duties reasonably require such information. All those who have access to personal information are required to sign a confidentiality agreement. All third parties that are retained to perform services on behalf of the CPPN and are provided with personal information are contractually required to observe the intent of this Privacy Policy.
- g. The CPPN shall not disclose, share or sell the personal information of an individual unless explicit written permission is obtained or when required by law.
- h. The CPPN shall bear no responsibility whatsoever for the privacy policies associated with the external links included on www.cppnrcps.ca and / or the "CPPN Members' Domain", or for the visitors' interpretation of such policies.

6. Responsibilities

- a. The primary responsibility for the collection, retention and disclosure or destruction of personal information rests with the CPPN's Executive Director. Approval for any and all exceptions to the directives set out in this Policy rests with the CPPN's Board of Directors.
- b. The responsibility for maintaining, monitoring and revising this Policy rests with the CPPN's Governance Committee and / or the Executive Committee.

7. Inquiries

All questions regarding this Policy and / or confidentiality of information should be directed, in writing, to:




Jeff R. Potts, Executive Director

Canadian Positive People Network

2961 Barlow Crescent, Dunrobin, ON K0A 1T0

jrpotts@cppnrcps.ca



Approved on:	2020-04-01 This approval is PROVISIONAL pending review.
Approved by the CPPN Executive Committee:	 Brittany Cameron, Co-chair  Kathleen Bird, Co-chair  Deborah Norris, Secretary of the Board of Directors / Treasurer
Date of last revision:	2020-11-02
Supersedes policy number:	Not applicable
Date of review Next:	By April 1, 2021