

Alternatives North Privacy Protection Policy

Purpose

Alternatives North is committed to protecting the personal information of individuals, including its members, volunteers, and contractors.

Alternatives North will inform people of why and how it collects, uses, and discloses 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.

Alternatives North will only collect information that is necessary to fulfill the following purposes:

- To verify identity
- To process checks
- To send and share information
- To meet regulatory requirements.

Mostly, Alternatives North collects email addresses in order to keep individuals informed and involved. Lists are password protected and not shared.

Procedures for obtaining consent

Most people ask to have their name included in distribution lists operated by Alternatives North. In other cases, Alternatives North asks for consent before adding someone's email address to an email distribution list. An individual can withhold or withdraw their consent to use their personal information in whichever way they want.

Alternatives North may collect, use, or disclose personal information without the person's knowledge or consent in the following limited circumstances:

- When the collection, use, or disclosure of personal information is permitted or required by law;
- In an emergency that threatens an individual's life, health, or personal security;
- When the personal information is available from a public source;
- When Alternatives North requires legal advice from a lawyer;
- For the purposes of collecting a debt;
- To protect the organization from fraud;
- To investigate an anticipated breach of an agreement or a contravention of law.

Procedures for securing personal information

The information collected will be kept securely until it is no longer required for the project or by law, or an individual asked to be removed at which point Alternatives North will use appropriate measures when destroying it such as using a shredding machine and making sure that computer hard-drives are completely wiped-out before getting rid of computers.

Procedures to access

Individuals can request to access their own personal information. These requests must be made in writing and provide sufficient detail to identify the personal information being sought. Alternatives North will make the requested information available within one month.