



PRAIRIE BIBLE INSTITUTE

PRIVACY POLICY

Adopted by the Board of Directors _____ (date)

Prairie Bible Institute (PBI) is committed to protecting the privacy of its students, alumni, employees, volunteers, supporters and donors, directors and officers and any other individuals about or from whom PBI collects personal information.

Privacy Policy

PBI embraces the principles of the *Personal Information and Privacy Act (PIPA)* to ensure that all personal information is properly collected, used only for the purposes for which it is collected and is disposed of in a safe and timely manner when no longer required.

1. Accountability

PBI is responsible for maintaining and protecting the personal information under its control. PBI has appointed Doug Johnson as Privacy Officer. The Privacy Officer is responsible for ensuring that PBI complies with its privacy obligations.

2. Identifying Purposes

PBI collects and uses personal information for a variety of purposes including but not limited to,

- establishing and maintaining student and alumni files;
- considering applications to serve with PBI whether as volunteers, employees, or directors and officers;;
- managing payroll and benefits;
- completing employee performance evaluations;
- establishing and maintaining relationships with supporters and donors.

3. Consent

Consent will be obtained from individuals for personal information collected, used and disclosed, unless

obtaining the consent would be inappropriate or not required by law. Sometimes an individual's consent may be implied by their conduct with PBI. When it is appropriate, the written consent of the individual will be obtained.

Written consents will be kept on file for as long as the information is reasonably necessary. An individual may withdraw his or her consent at any time, subject to legal or contractual restrictions and reasonable notice and the individual being informed of the implications of the withdrawal.

4. Limiting Collection

Information collected will be limited to that required for the purpose or purposes identified by PBI. PBI is committed to collecting personal information in a fair, open and lawful manner.

5. Limiting Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. All collected personal information shall be destroyed, erased or made anonymous as soon as the purpose for which it was collected is no longer relevant, or as permitted by the law.

6. Accuracy

Personal information shall be maintained in as accurate, complete and up to date a form as necessary in order to fulfill the purposes for which it was collected.

7. Safeguards

Personal information will be protected by security safeguards that are appropriate to the sensitivity of the personal information. This safeguarding could include physical measures such as locked filing cabinets and premises security, organizational measures such as restricted access to files with personal information or technological measures such as security software.

8. Openness

- information regarding the privacy policy of PBI, as well as the personal information management, shall be available as requested. The information will include:
 - name and address of Privacy Officer
 - means of gaining access to personal information held by the organization
 - copy of any brochures or other information that explains the organization's policies, standards or codes.

9. Individual Access

Access to personal information will be granted to the individual upon written request. The existence, use and disclosure of the personal information will be granted within a reasonable amount of time. Any inaccuracy or incompleteness of personal information will be amended as required.

10. Challenging Compliance

Any complaints or inquiries about the collection, use, disclosure or retention of personal information and PBI's compliance with these principles should be directed to the Privacy Officer. The Privacy Officer will investigate all complaints. If a complaint is found to be justified, appropriate measures will be taken.

NON DISCLOSURE AGREEMENT FOR STAFF

Canadian privacy legislation requires that all personal information be kept confidential and that all records be kept in a safe location with special care given to limiting unauthorized access to information, as outlined in the Privacy Policy.

I acknowledge that by virtue of my relationship with PBI I have access to and am privy to confidential information. This information includes, but is not limited to, all the information contained in the files including identities and personal information of the students, alumni, donors, employees and directors of the school.

I hereby undertake not to discuss any such information to anyone outside of PBI, except as required by the laws of Canada and/or any of its Provinces, either during my employment with PBI or after the employment has been terminated for any reason whatsoever.