

Privacy Policy

The Foundation must comply with the Federal Privacy Information Protection and Electronic Documents Act (PIPEDA), which applies to the standards for personal information with respect to commercial activity. The Foundation complies with the Housing Services Act regulations that set the standards for the collection, use, disclosure and safeguarding of privacy of personal information and the individual right of access of their own information as it applies to rent-geared-to-income tenants. The collection and storage of personal information will be treated in a manner that is respectful of the individual.

For the application of this policy, personal information means:

- The personal address, telephone number or email address of the individual
- Any identifying number assigned to an individual which can lead to their identification
- Information about an individual's income and assets
- Bank account and credit card information
- Information about rent payment history
- Information relating to the race, national or ethnic origin, citizenship status, colour, religion, age, sex, sexual orientation, marital or family status of the individual
- Information relating to the education, medical, psychiatric, psychological, criminal or employment history of the individual
- Credit and rental history reports
- Financial information for the purposes of establishing Rent-Geared-to-Income Assistance
- An individual's blood type or fingerprints
- Information about an individual's personal or political opinions
- Correspondence sent to Richview Residence that is of a private or confidential nature, and any replies from Richview Residence that would reveal contents of the original correspondence
- The individual's name if it appears with other confidential information (e.g. rental arrears reports)
- Employee information including résumés, salary and benefits, disciplinary action, bank account information, tenant complaints about the individual, and problems between staff.

Personal information does NOT include the name, position and business phone number of employees.

Personal information does NOT include statistical data, which is summarized in such a way as to not identify any individuals.

Business contact information and certain publicly-available information such as name, address and telephone number (as published in Tenant Listings/Directories) are not

considered personal information. However, it is the policy of the Foundation not to publicly disclose names, addresses and phone numbers of tenants.

Personal information will be collected only for the following purposes:

- to approve tenancy and determine appropriate unit type and size
- to determine income and assets for rent calculation
- to demonstrate compliance with funding requirements
- to protect the health and safety of the tenant
- to ascertain service levels required in special needs housing
- to conduct reference and employment checks
- to retain relevant information on tenants and employees for government reporting purposes

Staff does not seek out personal information about tenants or applicants unless it is relevant to their work with the Richview Baptist Foundation.

This is an abridged version of this policy.