



Knights of Columbus Ontario Charities Foundation

393 Rymal Rd., West, Suite 201 Hamilton, ON L9B 1V2

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KNIGHTS OF COLUMBUS CHEVALIERS DE COLOMB KNIGHTS OF COLUMBUS CHEVALIERS DE COLOMB KNIGHTS OF COLUMBUS CHEVALIERS DE COLOMB KNIGHTS OF COLUMBUS

PERSONAL INFORMATION PROTECTION POLICY FOR THE ONTARIO STATE COUNCIL OF THE KNIGHTS OF COLUMBUS

1. The Personal Information Protection Officer will ensure that our organization follows the principles of the Personal Information Protection and Electronic Documents Act. We will receive and follow up on any reasonable inquiries or complaints about how we collect, use and share personal information.
2. Our organization shall only collect personal information that it requires to ensure sound management of our organization and its divisions and to fulfill its obligations to its members, its residents and the government.
3. Our organization shall use personal information only for the purposes for which consent was received from the person giving the information.
4. We shall allow only those individuals within our organization who need to know the information to have access to it.
5. Our organization will share personal information with others outside our organization only as authorized by the person giving us the information or as permitted or required by law.
6. Our organization will store personal information securely to prevent unauthorized use.
7. Our organization will endeavour to destroy personal information when we no longer need it.
8. Individuals who have consented to give personal information to our organization will have access upon application to any personal information about themselves that our organization has.
9. Our organization will correct any errors in personal information in our files that the person giving us such information brings to our attention.

Ontario State Board
Knights of Columbus

February 2004



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PERSONAL INFORMATION CONSENT FORM

I, _____, will provide (or has provided) the Ontario State Board of the Knights of Columbus with personal information about myself. I consent to the organization using this personal information for the purposes stated and sharing it with the organizations specified:

Type of Personal Information: _____

Purposes for which it is to be used: _____

Other organizations with which this personal information may be shared: The Supreme Council of the Knights of Columbus, the Council of which you are a member and as required or allowed by law.

I understand that the organization will endeavour to securely destroy any personal information that it no longer needs.

I have read and received a copy of this statement.

Dated at _____, Ontario, this _____ day of _____, 200_

Witnessed: _____ Signed _____



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MEMORANDUM

To: All Members, Staff and Volunteers

From: The Ontario State Board of the Knights of Columbus

Date: February 10, 2004

Subject: Confidential Personal Information

In April, 2000, the Canadian federal government passed a law to protect the privacy of personal information- The Personal Information Protection and Electronic Documents Act (PIPEDA). This law applies to some aspects of the operations of the Ontario State Board of the Knights of Columbus as of January 1, 2004. The Knights of Columbus fraternal organization values your privacy, and the State Board has agreed to generally adopt the privacy principles of PIPEDA.

These principles require us to obtain your consent for our collection of personal information from you, how we use it, and how we share it with others outside of our organization. It applies to information that we have collected in the past as well as information that we will collect in the future.

Attached is a form for you to sign and return to our organization, in order to comply with these principles. You may withdraw your consent in writing at any time. You may review the personal information about you that is held by our organization upon application at any time.

Please be aware that the voluntary submission of the forms required for the operation of the Order of the Knights of Columbus as required by the Supreme Council of the Knights of Columbus and its delegates operates as consent under this policy.

We have appointed as Personal Information Protection Officer, the Executive Secretary of the Ontario State Council, Rick McLauchlan, to handle questions and concerns about how we use and protect personal information. The Personal Information Protection Officer can be contacted at the Ontario State Offices of the Knights of Columbus, Hamilton, Ontario.