

Personal Information Protection
Private Sector Privacy Legislation
Personal Information Protection Policy

BC Chihuahua Rescue
Personal Information Protection Policy

At BC Chihuahua Rescue (BCCR), we are committed to providing our applicants, members and general public with exceptional service. As providing this service involves the collection, use and disclosure of some personal information about our applicants, members and the general public, protecting their personal information is one of our highest priorities.

While we have always respected our applicants, members and general public privacy and safeguarded their personal information, we have strengthened our commitment to protecting personal information as a result of British Columbia's *Personal Information Protection Act* (PIPA). PIPA, which came into effect on January 1, 2004, sets out the ground rules for how BC businesses and not-for-profit organizations may collect, use and disclose personal information.

We will inform our applicants, members and the general public of why and how we collect, use and disclose 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.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices we will follow in protecting applicants, members and the general public's personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our applicants, members and the general public's personal information and allowing our applicants, members and the general public to request access to, and correction of, their personal information.

Definitions

Personal Information – means information about an identifiable *individual*. Personal information does not include contact information (described below).

Contact information – means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number. Contact information is not covered by this policy or PIPA.

Policy 1 – Collecting Personal Information

- 1.1 Unless the purposes for collecting personal information are obvious and the applicants, members and public voluntarily provides his or her personal information for those purposes, we will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.
- 1.2 We will only collect applicants, members and the general public's information that is necessary to fulfill the following purposes:
 - To collect information for adoption
 - To collect information for volunteering or membership
 - To collect information for those requesting newsletters

Policy 2 – Using and Disclosing Personal Information

- 2.1 We will only use or disclose applicants, members and the general public's personal information where necessary to fulfill the purposes identified at the time of collection.
- 2.2 We will not use or disclose applicants, members and the general public's personal information for any additional purpose unless we obtain consent to do so.
- 2.3 We will not sell applicants, members and the general public's lists or personal information to other parties.