

DELTA FAMILY RESOURCE CENTRE

Privacy Acknowledgement

The following provisions shall apply in the event that Delta Family Resource Centre views Personal Information of clients and volunteers.

“Personal Information” refers to information relating to an identified or identifiable individual made available in connection with an agreement or provision of goods or services between the parties.

A. General

- i) Each party is responsible for complying with any obligations applying respectively to each of the parties under applicable Canadian privacy laws and regulations.
ii) Neither party will request Personal Information beyond what is necessary to fulfill the reasonable purposes for which it is requested. The parties will agree in advance as to the type of Personal Data, which is necessary to be made available.

B. Security Safeguards

- i) Each party acknowledges that it is solely responsible for determining and communicating to the other appropriate technological, physical and organizational security measures required to protect Personal Information.
ii) Each party will ensure that Personal Information is protected in accordance with these security safeguards.

C. Use

Each party agrees that Personal Information will only be used, accessed, managed or otherwise processed to fulfill the purpose(s) for which it was made available.

D. Retention

Each party will promptly return to the other or arrange for the secure destruction of all Personal Information which it has received from the other party and is no longer necessary to fulfill the purpose(s) for which it was made available, unless otherwise instructed by the other party or required by law.

\_\_\_\_\_ has reviewed and agrees to follow
(name)

the above terms, and other requirements that may apply under Privacy Act.

\_\_\_\_\_
(authorized signature)

\_\_\_\_\_
(date)

\_\_\_\_\_
(print name)

\_\_\_\_\_
(telephone number)

**Delta Family Resource Centre**  
Security of Private Information Guidelines for Database and Server

As part of agency priority concerning the security of private information in regard to Delta Family Resource Centre Confidentiality Policy, which states that "Employees are responsible for the proper security and safety of all Agency files, documents, equipment and tools", all staff having access to private files and documents must follow the following guidelines:

Private Information refers to information about clients, agency members, Board members, volunteers, staff, partners, funders, donors, supporters and agency operations.

- 1) Respect the privacy of all private information in regard to the agency operation.
- 2) Access computer codes to the database and server must be kept confidential and not shared with others.
- 3) If the security of computer codes are "at risk" staff are responsible for notifying their Supervisor so that this can be reported to the Executive Director.
- 4) Staff are responsible for "logging in" when working on the database and for "logging off" when not working on the database. Database information may not be left unattended and running while staff are not in attendance.
- 5) Reports and lists concerning database or private information may not be given out to other staff members unless authorized by the Supervisor.
- 6) All private information and database reports must be kept in a locked filing cabinet or cupboard at all times when not in use.
- 7) When the security of reports or private information are "at risk", staff are responsible to bring this to the immediate attention of their Supervisor so that systems may be reviewed and security measures put in place.
- 8) When in doubt please ask your Supervisor prior to sharing private information or any contact information from the database, server or reports.

I have read the above guidelines and understand the importance of maintaining the security of agency information as part of Delta Family Resource Centre policies and procedures:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Delta Family Resource Centre

Information Regarding Server

You can save and back up your work by simply dragging and placing files into either P: and H: drives. You can also create and delete folders in either drives.

As a start, a set of folders has already been created on the P: drive for you to begin saving information and adding folders as needed. Please note: we should keep folders and files on the P: drive as organized as possible for quick and easy access. Place your fillies in the appropriate folders. If you cannot find an appropriate folder, you may create one.

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Detach and Return to Executive Director as soon as possible.

Username on DFRC Server:	
Password on DFRC Server:	
Email:	
Telephone #:	