



85 Edwin St.
Kitchener, Ontario
N2H 4N7
519-744-6549
info@cjiwr.com

CJI Privacy Policy

Section:	General		
Subject:	3.4 Privacy	Rev. Date	January 2025

Scope: This policy applies to employees, volunteers, program participants, and independent contractors.

Rationale: To set out practices that are intended to protect the privacy of individuals who are involved (including employees, volunteers, placement students, and program participants) with CJI of Waterloo Region.

Policy: Personal information gathered by CJI is kept in confidence. Personnel are authorized to access personal information based only on their need to deal with the information for the reason for which it was obtained. CJI takes measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. CJI collects, uses, and discloses personal information only for the purposes that a reasonable person would consider appropriate in light of the circumstance. We routinely offer individuals we deal with the opportunity to opt out and not to have their information shared for purposes beyond those for which it was explicitly collected.

Procedure: CJI is committed to the following areas of responsibility for corporations as required by the Personal Information Protection & Electronic Documents Act (PIPEDA).

https://www.priv.gc.ca/leg_c/leg_c_p_e.asp

1. CJI will be accountable for the information under its control.
2. CJI will identify the purpose or reason for collecting personal information at or before the time the information is collected.
3. CJI will not collect, use or disclose personal information about an individual without first telling that individual CJI's intentions and obtaining that individual's explicit consent.
4. The collection of personal information will be limited to that which is necessary for the purposes identified by the organization.
5. CJI will only use personal information for the purpose for which it was collected and to which consent was given, and must obtain further consent from the individual to use it for any other purposes.
6. CJI will maintain accurate, complete and up-to-date personal information as is necessary for the purposes for which it is to be used.



85 Edwin St.
Kitchener, Ontario
N2H 4N7
519-744-6549
info@cjiwr.com

7. CJI will ensure that safeguards are in place against unauthorized access, disclosure use or modification of the information.
8. CJI is committed to making information regarding its policies and practices relating to the management of personal information readily available (e.g. Privacy policy).
9. Upon request, an individual shall be informed of the existence, use, and disclosure of their personal information and shall be given access to that information.
10. Individuals are able to address a challenge concerning compliance adherence to the above procedures by contacting the Executive Director.
11. CJI uses locked storage, passwords, encryption software, and antivirus software to protect both personal and other information we receive (e.g. donation information). Software is routinely updated to maximize the protection of such information.