



Manitoba 4-H Council Inc. Privacy Protection Pledge

The Federal Government's *Personal Information Protection and Electronic Documents Act (PIPEDA)* governs the collection, use and disclosure of personal information in commercial activities.

Manitoba 4-H Council has developed this Privacy Protection Pledge to help you understand the purposes for which we collect personal information. We also want to make sure that we have your consent to continue to collect, use and disclose your personal information for these purposes.

We have also developed a Privacy Policy, which specifies and describes the principles and guidelines that we have adopted for the collection, use, disclosure and retention of personal information.

What is personal information?

Personal information is any information that can be used to identify, distinguish or contact a specific individual. Personal information can include facts about, or related to, an individual, as well as an individual's opinions or beliefs. Personal information does not include publicly available information (for example, names, addresses and telephone numbers which are published in telephone directories) or business contact information (for example, the name, title, business address or telephone number of an employee of an organization).

Why do we collect personal information and how do we use it?

In carrying out our organizational activities, we collect personal information about our 4-H clients (including, but not limited to, members, volunteers, donors, sponsors and stakeholders). We respect your privacy, which is why we collect and use personal information only for the following purposes.

1. To identify our 4-H client base.
2. To develop and maintain ongoing responsible relationships with our 4-H clients.
3. To manage and develop our programs and operations; keeping you informed and delivering 4-H programs, services and opportunities for statistical and archival purposes.
4. To conduct appropriate screening procedures for those in our program who may find themselves in a position of trust with our membership.
5. To meet legal and regulatory requirements.

We collect information only by lawful and fair means and, wherever possible, directly from you.

When do we disclose personal information?

There are a variety of circumstances where we may need to disclose some personal information about our 4-H clients. For example, we may disclose an individual's personal information:

1. To a third party who is involved in supplying our 4-H client with our products or services or in otherwise carrying out our organizational activities.
2. To a third party who we have engaged to perform functions on our behalf, such as direct mail processing.
3. To a third party where our 4-H client has consented to such disclosure.
4. To a third party where such disclosure is required or permitted by law.

Any disclosure of an individual's personal information that is contemplated in any of the above four items will be made on a confidential basis.

How do we protect your personal information?

In order to protect your personal information we will:

1. Not collect, use or disclose your personal information for any purpose other than those identified above, except with your further consent. Consent for any of the identified purposes or for any additional purpose can be provided in writing, orally or electronically. Consent can be expressed or it may be implied in appropriate circumstances;
2. Protect your personal information with security safeguards that are appropriate to the sensitivity of the information;
3. Protect the confidentiality of your personal information when dealing with other organizations;
4. Use reasonable efforts to keep your personal information as accurate and up to date as is necessary for the purposes for which it is to be used and/or disclosed. Your assistance in keeping your personal information up to date is greatly appreciated; and
5. Respond to any request you may make for access to your personal information. We will need specific information from you to verify your identity before we can respond to your request. In addition, there may be instances where we will not be able to provide you with the personal information that you have requested. If we deny your request for access to your personal information, we will provide you with an explanation in writing.

What are your choices?

We would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. You may withdraw your consent for us to use or disclose your personal information at any time, subject to legal or contractual restrictions and reasonable notice. However, this may limit or eliminate all together our ability to provide products and/or services to you, to involve you in other organizational activities and/or to communicate with you. For details on how to withdraw your consent please contact the Manitoba 4-H Council Privacy Officer.

If you have any questions or concerns about our privacy practices, please contact our Privacy Officer.

Manitoba 4-H Council Privacy Officer

contact: Executive Director, Manitoba 4-H Council
telephone: (204) 726-6136
mail: 658 Unit A 10th Street
Brandon MB R7A 4G5
e-mail: scarvey@4h.mb.ca

For a copy of PIPEDA or to contact the Privacy Commissioner of Canada, please visit the Office of the Privacy Commissioner of Canada's web site at: www.priv.gc.ca

Manitoba 4-H Council appreciates your continued support of the 4-H program.

*4-H Manitoba Mission: Building leadership in youth and adults
through unique practical experiences*

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7-PRIVACY PROTECTION PLEDGE