



MNOC - Privacy and Confidentiality Policy

POLICY

Metis Nation of Canada (MNOC) respects the Members' right to privacy and the right to have any information about them to be held in confidence. This policy applies to all personal information provided to MNOC and information about individuals obtained from other sources, for the purpose of providing Members with a service.

RIGHTS OF MEMBERS

Members are entitled to have all information about them treated confidentially and be fully informed about the amount and type of Member information being held about them at MNOC, and how it is being stored and used.

All information collected by MNOC from Members will be used to provide services for the Member. Member information will not be released without the informed consent of the Member.

DEFINITIONS

Member Information

In the context of this policy refers to all personal and other information supplied to MNOC by Members.

RESPONSIBILITY

This policy applies to all personnel employed by MNOC, including volunteers each of whom have a responsibility to ensure that Member privacy is respected. MNOC will only collect information necessary to provide an efficient and satisfactory service.

MNOC expects that information given to the service on behalf of a Member will be provided with the informed and freely given consent of the Member concerned. Members will be advised if information relating to them has been collected from other sources.

SECURITY OF INFORMATION

The information provided to MNOC is stored on computer and paper based files as appropriate. The secure storage and use of information is of paramount importance to MNOC therefore all reasonable steps are taken to protect the information from misuse or loss, or unauthorized access, modification or disclosure. This is achieved by means such as password and network protection and secure storage of paper based and other records through lockable storage and restricted access.

OPENNESS

This Policy will be made available on request to anyone who asks for it and will be publicized:

- On the MNOC website.
- With accompanying correspondence to individuals.
- By providing a verbal explanation to the Member at the point of contact if requested.

EVALUATION AND REVIEW

The organization will review this policy as issues are raised, changes to standards of practice or legislation, and as part of a formal evaluation and review process.