

**CREATIVE RETIREMENT MANITOBA
CONFIDENTIALITY/PRIVACY POLICY**

Creative Retirement Manitoba, Inc. also referred to as CRM has a moral and legal responsibility (under the Personal Information Protection and Electronic Documents Act) to respect and protect the privacy of members, employees, and those persons regularly associated with the organization. Recognizing this responsibility, CRM requires that Board members, employees and volunteers sign the Pledge of Confidentiality.

Board members, employees and volunteers are responsible for maintaining the security of all confidential information (oral, written or computerized) accessed, handled or viewed in the course of one's work. Communication of, or access to such information, is acceptable only in the discharge of one's duties and responsibilities.

Confidentiality extends to all information not readily available to the public or which would expose CRM to charges of breach of trust including information regarding members, employees and the business affairs of the organization.

Confidentiality regarding the following:

Members:

Member name, age, addresses and phone numbers, held as information at CRM.

Employees:

Employee's salary, work history, performance, attendance, etc. as it pertains to CRM.

Board of Directors:

Any information learned regarding the business affairs of CRM, which has not been authorized for release. This would include all operational and financial information.

The Privacy Officer for CRM

The Executive Director shall be the Privacy Officer for the Centre. The Privacy Officer will deal with the request from members who wish personal information.

Storage and Destruction of Records:

All records are the property of CRM, and, as such, shall be stored in a secure location. All breaches of this policy must be reported, in writing to the Executive Director. Information answering the questions Who, What, When, Where and Why – shall be included in the report. Based on this information, the Executive Director shall be responsible for taking corrective measures to address the security breach.

This Policy was last approved by the Board of Directors on October 8, 2021.