



Privacy Principles

Sudbury Developmental Services (SDS) is committed to protecting the privacy, confidentiality, and security of personal information in our care. We adhere to the following privacy principles, based on the Canadian Standards Association Model Code and relevant legislation such as the **Personal Information Protection and Electronic Documents Act (PIPEDA)** and the **Personal Health Information Protection Act (PHIPA)** in Ontario.

Principle 1 – Accountability

We are responsible for all personal information under our control and have designated individuals who are accountable for ensuring compliance with these privacy principles.

Principle 2 – Identifying Purposes

We will clearly identify and document the purposes for collecting personal information at or before the time of collection. If there is any change in the intended use, individuals will be informed.

Principle 3 – Consent

We require informed consent (express or implied) for the collection, use, and disclosure of personal information, except where otherwise required or permitted by law. Individuals may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice.

Principle 4 – Limiting Collection

We only collect personal information that is necessary for the purposes identified and do so by fair and lawful means.

Principle 5 – Limiting Use, Disclosure, and Retention

Personal information will only be used or disclosed for the purpose for which it was collected, unless the individual consents otherwise or as required/permitted by law. We retain personal information only as long as necessary to fulfill these purposes or as legally required.

Principle 6 – Accuracy

We will keep personal information as accurate, complete, and up to date as necessary for the purposes for which it is used.

Principle 7 – Safeguards

We protect personal information with security safeguards appropriate to the sensitivity of the information, including physical, administrative, and technological measures.

Principle 8 – Openness

We make information about our privacy policies and practices available to individuals in a manner that is easy to understand.

Principle 9 – Individual Access

Upon written request, individuals will be informed of the existence, use, and disclosure of their personal information and may access that information, except in circumstances where we are legally permitted or required to withhold it.

Principle 10 – Challenging Compliance

Individuals may address concerns about our compliance with these principles to our designated Privacy Officer.

Contact Us

If you have any questions or concerns regarding your personal information or our privacy practices, please contact:

Privacy Officer

Sudbury Developmental Services,

privacy.officer@sudburyds.ca