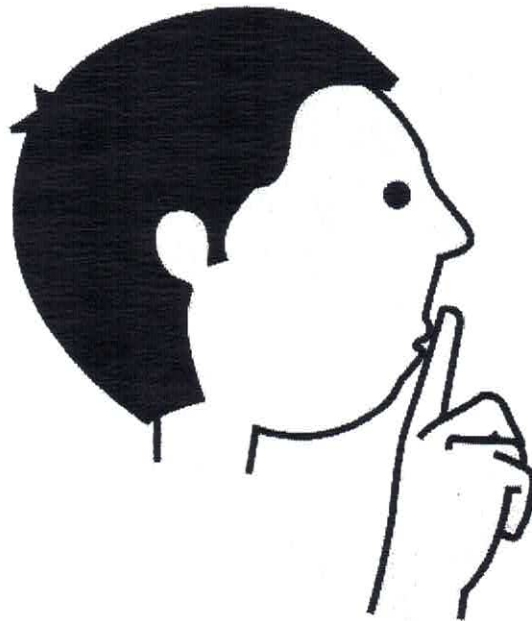


## Personal Information Protection Policy

A federal law was passed in 2004 that required us to develop a policy saying that any personal information we gather from you, will be kept private and will not be shared with anyone. No worries... we can keep a secret!



## Kawartha Village Co-operative Homes Inc.

### Personal Information Protection Policy

The *Personal Information Protection and Electronic Documents Act (PIPEDA)* is a federal law that came into effect on January 1, 2004. Kawartha Village Co-op has developed this policy, which is compliant with the Act, and will ensure that the privacy of members is respected.

1. The co-op will ensure that it follows PIPEDA rules and it's principles. The Board of Directors will act as the co-op's "Privacy Officer".
2. The co-op shall only collect personal information that it requires to ensure sound management of the co-op to fulfil its obligations to its members and the government.
3. The co-op shall use and share personal information only with the agreement of the individuals concerned.
4. The co-op will store personal information securely to prevent unauthorized use. The co-op will destroy personal information when the co-op no longer needs it.
5. Individuals will, on request, have access to personal information about themselves that the co-op has. The co-op will correct any errors in personal information that the individual brings to its attention.

Recommended by the Policy Review Team :

May 30, 2016

Approved by the Board of Directors :

August 16, 2016

Confirmed by the Members :

October 5, 2016