



## **PRIVACY POLICY**

Policy No: 3.3.5  
Section: ADMINISTRATION  
Sub-Section: SOCIETY

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### **PURPOSE**

SOWINS respects the privacy of all members of the SOWINS Community. This policy describes how personal information is collected by SOWINS, how personal information is used or disclosed, and the steps taken to protect it from unauthorized use or disclosure.

### **POLICY**

SOWINS Team Members and other persons and organizations who act for, or on behalf of SOWINS are required to comply with these privacy guidelines.

Personal information may be collected from clients, donors, staff, volunteers.

1. SOWINS identifies the purposes for which it collects personal information and only collects personal information that is necessary for the purposes identified and uses personal information only for the purposes identified.
2. SOWINS discloses personal information only with the consent of the individual or as otherwise required by Law. Personal information is not, without consent, used or disclosed to a third party for any purpose other than that for which it was collected, unless such use or disclosure is required or allowed by Law. This may include use or disclosure in order to protect SOWINS' interests in civil proceedings and in proceedings involving criminal activity, fraud or misrepresentation, or as required by legislation.
3. Access to personal information is restricted to those who need the information in order to carry on the business and service activities of SOWINS.
4. SOWINS retains personal information only as long as necessary to fulfill the identified purpose, or as otherwise required or allowed by contract or by law.
5. SOWINS uses reasonable efforts to ensure that personal information is accurate and complete for the purposes for which it is to be used.
6. Security and confidentiality of personal information is protected with safeguards appropriate to the sensitivity of the information.
7. An individual may request to be informed of the existence, use and disclosure of personal information pertaining to themselves. SOWINS will provide appropriate access to information that it holds. If SOWINS is unable or unwilling for any reason to provide access to personal information, an explanation will be provided.

8. Individuals may request the correction of any personal information SOWINS retains. These requests will be respectfully addressed in the appropriate manner.

Any concern, inquiry or request related to privacy should be made in writing to:

Executive Director  
SOWINS  
#102 – 1027 Westminster Avenue West  
Penticton, BC V2A 1L4                      OR    [execdirector@sowins.com](mailto:execdirector@sowins.com)

**Related Policies and Documents:**

Confidentiality & Privacy Procedure  
Information Handling – Privacy Guidelines  
Information Technology Policy and Procedures  
Information Types and Collection Purposes  
Records Management Policy and Procedures