

Calgary Association of Self Help Privacy Policy

Accountability

Calgary Association of Self Help (the “Association”) is committed to providing client centered, flexible services promoting the abilities of adults with mental illness through rehabilitation, counseling, and social/leisure programs. As a non-profit organization it is committed to protecting your privacy and the confidentiality of your personal information. Any information such as your name, address, home phone number, financial and credit information (“Personal Information”) is private and confidential and will be treated in accordance with this policy.

Identified Purposes

Calgary Association of Self Help only collects, uses and discloses Personal Information for the following purposes:

- to fund the Association through charitable fund-raising; and
- to improve and develop our information for the development of the fundraising programs of the Association.

The Calgary Association of Self Help does NOT use personal information for the sale, trade, or exchange of donor lists; or for the sale, barter, or leasing of membership lists.

Consent

By providing your Personal Information to the Association, your consent is implied. Your consent may be withdrawn at any point in time. The result of withdrawing your consent will be identified to you by the Privacy Officer at that time.

We may amend this Privacy Policy at any time however, if we make any material changes in the way we protect or administer your Personal Information we will notify you.

Limited Collection

The collection of Personal Information shall be limited to that which is only necessary for the purposes identified by the Association. Information shall be collected by fair and lawful means.

Safeguards & Retention

Calgary Association of Self Help will protect your Personal Information in our custody and control by utilizing security safeguards appropriate to the sensitivity of the information through the use of proper storage of Personal Information. Personal Information will only be retained for as long is reasonably necessary for the identified purposes of Calgary Association of Self Help and as required by law.

Freedom of Information and Protection of Privacy (FOIP) Act and the Health Information Act (HIA)

The Association wishes to highlight that the records created by Calgary Association of Self Help which are governed by the FOIP and HIA will continue to be governed by the FOIP and HIA.

If you wish to review your Personal Information or require additional information regarding the privacy policies of Calgary Association of Self Help, please contact our Privacy Officer, Marion McGrath, at (402) 266-8711.