

**Crossbow Point Condominium Corporation**  
**Statement of Information Privacy Policy**

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Crossbow Point Condominium Corporation, under the auspices of its elected Board of Directors in collaboration with the contracted property management firm (PEKA Professional Property Management Ltd.), is committed to protecting the privacy and personal information of its respective owners and tenants, both individually and collectively. This is achieved through policy and practice in adherence to Alberta provincial legislation, specifically the *Personal Information Protection Act (PIPA)*. This Act supports federal legislation as it is deemed substantially similar to federal legislation (Personal Information Protection and Electronic Documents Act (*PIPEDA*)). See appendix.

Personal information is that which may serve to identify one or more individuals such as, but not limited to; name, address, phone number, e-mail address, age, gender, marital or family status, identifying numbers, financial information, personal/educational history. Records of such information, freely and knowingly provided in full confidence by owners and/or tenants, are securely stored and maintained by the property manager. While conducting its operations (under strict controls) the board and its duly assigned contractors have access to this information on a 'need to know' basis.

Protection of personal privacy is of paramount concern at all times as is the matter of sensitivity pertaining to particular situations. All communications to and from the board are deemed confidential to the parties involved. That being said, the board is committed to transparency and openness via the publication and distribution of pertinent information through vehicles including; regular newsletters, reports of board minutes and special notifications. In this endeavor, the protection of privacy is carefully adhered to as we make every reasonable effort to prevent misuse or disclosure of personal information.

**APPENDIX**

**Wikipedia Encyclopedia**

A **privacy policy** is a statement or a legal document that discloses some or all of the ways a party gathers, uses, discloses and manages a customer or client's data. Personal information can be anything that can be used to identify an individual, not limited to but including; name, address, date of birth, marital status, contact information, ID issue and expiry date, financial records, credit information, medical history, where one travels, and intentions to acquire goods and services. In the case of a business it is often a statement that declares a party's policy on how it collects, stores, and releases personal information it collects. It informs the client what specific information is collected, and whether it is kept confidential, shared with partners, or sold to other firms or enterprises.

The exact contents of a privacy policy will depend upon the applicable law and may need to address requirements across geographical boundaries and legal jurisdictions. Most countries have their own legislation and guidelines of who is covered, what information can be collected, and what it can be used for. In general, data protection laws in Europe cover the private sector

as well as the public sector. Their privacy laws apply not only to government operations but also to private enterprises and commercial transactions. In North America, privacy laws (except in Quebec) apply only to the public sector, not to the private sector. However, most private sector organizations in North America have taken the initiative to develop their own privacy policies and codes of conduct.

### **Alberta**

The Personal Information Protection Act (PIPA) came into force as of January 2004.

The purpose of PIPA is to govern the means by which private sector organizations handle personal information in a manner that recognizes both the right of an individual to have his or her personal information protected and the need of organizations to collect, use or disclose personal information for purposes that are reasonable.

PIPA provides individuals the opportunity to request access to their own personal information, and includes provisions regarding the correction and care of personal information by organizations. PIPA also applies to personal employee information.

PIPA applies to a broad variety of organizations, including non-profits such as condominium corporations

### **Canada**

Canada's federal Privacy Law applicable to the private sector is formally referred to as Personal Information Protection and Electronic Documents Act (PIPEDA). The purpose of the act is to establish rules to govern the collection, use and disclosure of personal information by commercial organizations. The organization is allowed to collect, disclose and use the amount of information for the purposes that a reasonable person would consider appropriate in the circumstance.

The Act establishes the Privacy Commissioner of Canada as the Ombudsman for addressing any complaints that are filed against organizations. The Commissioner works to resolve problems through voluntary compliance, rather than heavy-handed enforcement. The Commissioner investigates complaints, conducts audits, promotes awareness of and undertakes research about privacy matters.