

PURPOSE

To have a policy statement that articulates that Georgina Trades Training Inc. (GTTI) has sound principles to protect personal privacy that gives individuals a sense of security when disclosing personal information to GTTI.

POLICY

Georgina Trades Training Inc. (GTTI) is committed to protecting the personal information for individuals and organizations with whom we interact. GTTI will collect, store and use personal information obtained from employees, Directors, clients and the public at large only for the purposes of carrying out its mandate consistent with the mission of the Corporation and for which an individual has consented or on behalf of an entity has expressly consented. For the purposes of this policy, *Personal information* is defined as any information that is about, or can identify, a identifiable individual. Personal information may include name, address, contact information, personal banking information, Social Insurance Number, etc. and is separate from information that is publicly available or corporate information, such as business address, business email, etc. GTTI will adopt leading practices as set out by the 10 principles of privacy. GTTI will post this policy on its website and develop guidelines for the collection, storage and destruction of documents containing personal information.

In order to protect the privacy of personal information, GTTI will:

- limit the collection of personal information to only what is necessary to register a member or process a donation
- inform everyone about the purpose for collecting personal information
- request consent on appropriate forms when we ask for the disclosure of personal information

