

EMAS CANADA

PERSONAL INFORMATION PRIVACY COMMITMENT STATEMENT

In accordance with applicable laws, EMAS Canada is committed to protecting the privacy of its members, donors, volunteers, employees, directors, officers and any other persons about or from whom it collects personal information. EMAS Canada embraces the principles of the Canadian Standards Association *Model Code for the Protection of Personal Information* to ensure that all personal information is properly collected, used only for the purposes for which it is collected and is disposed of in a safe and timely manner when no longer required.

In being, or becoming, a team member of EMAS Canada, it is recognized by all such individuals that there is a Biblical portrayal of believers as members of one body (see I Corinthians 12). This requires the sharing of personal information with the body.

EMAS Canada, its team members and staff, by voluntary implied contract, submit to, and are bound by the Policies of EMAS Canada.

Except for the above implied consent to collect, use and retain personal information, no personal information will be sold, rented, leased or otherwise made available to any person without the explicit consent of the member. Except as otherwise required by the Policies or other governing document of EMAS Canada or the operation of law, every team member, donor, volunteer and staff has the right, at any time, to withdraw his or her implied or explicit consent for the use of his or her personal information for any or all previously authorized uses.

With respect to the privacy of personal information the above means that all team members, volunteers and staff have given their implied consent to use their personal information for all internal purposes of EMAS Canada to the extent that such use is in agreement with the policies of EMAS Canada.

Other persons or organizations who act for, or on behalf of, EMAS Canada are required to comply with the principles and the Policy and will be given restricted access to personal information solely to perform the services they may be retained to perform for EMAS Canada.

EMAS Canada has designated the Executive Director, to be its Privacy Officer. Any inquiry, request or concern related to privacy matters should be made in writing to him, to be contacted at:

Executive Director

EMAS Canada

1295 North Service Road,

Burlington ON L7R 4M2



PRIVACY POLICY

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1. Accountability

EMAS Canada is responsible for maintaining and protecting the personal information under its control. EMAS Canada has appointed a Privacy Officer who is responsible to ensure that EMAS Canada complies with its privacy obligations in accordance with applicable privacy laws.

2. Identifying Purposes

EMAS Canada collects and uses personal information for a variety of purposes including, but not limited to,

- establishing and maintaining team members' lists;
- managing payroll and benefits;
- employee performance evaluations;
- establishing and maintaining our contact list and our donor list.

EMAS Canada shall identify and explain the purposes for which it collects personal information, to the person from whom the personal information is being collected, before or at the time the information is collected.

3. Consent

Consent will be obtained from the person whose personal information is collected, used and disclosed, unless obtaining the consent would be inappropriate or not required by law. Sometimes the person's consent may be implied by virtue of their membership in an EMAS Canada team or because of the person's conduct within EMAS Canada. When it is appropriate, written consent will be obtained.

Written consents will be kept on file for as long as the information is reasonably necessary. A person may withdraw his or her consent at any time, subject to legal or contractual restrictions and reasonable notice. The person will be informed of reasonably foreseeable implications of the withdrawal.

4. Limiting Collection

Information collected will be limited to that required for the purpose or purposes identified by EMAS Canada. EMAS Canada is committed to collecting personal information in a fair, open and lawful manner.

5. Limiting Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the person or as required by law. All collected personal

information shall be destroyed, erased or made anonymous as soon as the purpose for which it was collected is no longer relevant, or as permitted by the law.

6. Accuracy

Personal information shall be maintained in as accurate, complete and up-to-date a form as necessary to fulfill the purposes for which it was collected.

7. Safeguards

Personal information will be protected by security safeguards that are appropriate to the sensitivity of the personal information. This safeguarding could include physical measures such as locked filing cabinets and premises security, organizational measures such as restricted access to files with personal information or technological measures such as security software.

8. Openness

Information regarding the privacy policy of EMAS Canada, as well as the personal information management, shall be available as requested. The information will include:

- Name and work address of the Privacy Officer
- Means of gaining access to personal information held by EMAS Canada
- Copy of any brochures or other information that explains EMAS Canada's policies, standards or codes

9. Access to Personal Information

Access to personal information will be granted, where EMAS Canada is legally required to release the information and provided that the disclosure does not violate any applicable statutes or contracts, to the person to whom the information pertains where there is an appropriate written request. The existence, use and disclosure of the personal information will be granted within a reasonable period of time. Any inaccuracy or incompleteness of personal information will be amended as required.

10. Challenging Compliance

Complaints or inquiries about the collection, use, disclosure or retention of personal information and EMAS Canada's compliance with these ten principles should be directed to the Privacy Officer. The Privacy Officer will investigate complaints and ensure that appropriate measures are taken.