



Policy Name: Privacy Policy	Policy Number: A10
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Policy Statement:

SAOC shall respect the privacy and maintain confidentiality of students and individuals providing personal information to the association.

Purpose:

To outline what kinds of information are protected by the SAOC and how and what information can be divulged.

Related Policies	
Review Plan: 5 years	Review Date: November 2015
	Ratification Date: November 19, 2009



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Procedure

1. SAOC shall treat information as protected as per the Freedom of Information and Protection of Privacy Act (FOIP).
2. No personal private information shall be divulged by the Association without prior consent from the individual.
3. Personal information is collected by the Association through direct questionnaires or other forms.
4. If any information on these forms is to be disclosed, the form shall make clear that this information may be used and given out to other parties, and express written consent shall be included on these forms.
5. Consent is required any time the association will collect, use, or discloses any personal information, except in certain circumstances where information is voluntarily given and a reasonable person would expect the information to be used.
6. Consent may be withdrawn at any time with written notice, subject to legal and contractual restrictions.
7. Individuals have the right to access their own personal information, unless that information is protected for legal reasons.
8. In the event that personal information is inaccurate, it will be corrected at the request of the individual.
9. Private personal information shall be kept either within a locked area or within a password protected computer. Locked areas shall only be made accessible to the Administrative Coordinator, the Office Assistant, and the SAOC Executive Committee. Electronic information shall only be available to the individual who collected it.

Supporting Documents: Freedom of Information and Protection Act (FOIP)	
Review Plan: 5 Years	Review Date: November 2015