

**Brampton Safe City Association
Privacy Policy**

Established February 2004

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Brampton Safe City's Commitment to Personal Privacy

The Brampton Safe City Association is committed to respecting your personal privacy and protecting your personal information. No personal information is ever collected without your consent and knowledge for why we are collecting. Brampton Safe City does not share your personal information with third parties and we make every reasonable effort to protect your information by storing it in password protected electronic files and in locked filing cabinets. Our privacy policy has been developed within the guidelines of the Government of Canada's *Personal Information Protection and Electronic Documents Act*. If you have any questions regarding our policy or your personal information, please contact Safe City's Executive Director by phone or E-mail at (905) 793-5484 or safecity@city.brampton.on.ca.

Our Online Privacy Practices

Brampton Safe City is committed to protecting your personal information whether you are browsing for information on our Web site or interacting with us electronically. When you visit our Web site, we will not collect your personal information unless you choose to provide it as a process of interacting with us. As with most sites, certain non-personal information is recorded by standard operation of our servers ("cookie technology"). Cookie information makes it more convenient and faster for you to move around our Web site. Information stored on cookies may include: The name of the ISP form that you used to access our Web site; the date you accessed our Web site; and the Internet addresses of the Web sites you entered our site from and left our site to. "Cookie" technology does not personally identify or extract information from your computer. Data that would personally identify you is only known when you voluntarily submit it via e-mail or the submission of a Web site form.

Links provided on our Web site are created and maintained by other organizations and are provided solely for your information and convenience. Please be aware that when you link to an outside Web site, you are leaving the Brampton Safe City Web site and our information policies no longer apply.

1. What Information Do We Collect?

Brampton Safe City limits the collection of personal information to only the information we need to identify you and communicate with you for our programs. This is generally limited to your name, address, phone number and e-mail information. In some instances, the information may also include your age (in order to ensure that you are eligible for participation in a program, i.e. our youth programming), your school (to ensure that we are reaching teens from across the City of Brampton, or your ethnicity (in order to determine if we are meeting our goals of reaching the diverse cultures and ethnicities that make up Brampton's community).

2. How Do We Collect Personal Information?

We will only collect personal information with your knowledge and consent and will identify the purpose for information that we are collecting at the time that we collect it from you. Information is generally collected through your completion of program or volunteer participant forms (this may be done by paper or electronically), or through your e-mail requests for assistance and information.

3. How Do We Protect Your Personal Information?

All personal information collected by the Safe City Association is stored in one of two ways, electronically or on paper. Electronic information is kept in password protected electronic files on a computer server managed by the City of Brampton and protected by an electronic "firewall". Paper files are stored in locked (key only accessible) file cabinets. These files are only accessible to our employees who are oriented in our privacy policy and in proper safeguard practices for protecting personal information.

4. Retention and Use of Personal Information

Your personal information will only be used for communicating with you regarding the business and activities of the Brampton Safe City Association. We do not share any personal information with third parties and will destroy your personal information (rendering it anonymous), if you have been inactive with our organization for a period of 5 consecutive years.

5. Limiting the Collection and Use of Personal Information

We will only collect personal information that is reasonably required to communicate with you for the purpose of effectively operating our programs and services as a community safety organization. We will provide you with rationale for any information that we collect at the time that we collect it from you.

6. Use of Images

From time to time, we may use anonymous images of individuals who participate in our programs and activities for the purpose of promoting community safety initiatives and public education activities. Photos are only taken with your consent and will never be used for commercially related purposes without your express written consent.

7. Ensuring Accuracy of Your Information

We commit to keeping your personal information as accurate and complete as possible. However, we will only update your information with your consent and for specific and defined purposes.

8. Accessing Your Personal Information

Brampton Safe City is committed to providing you with full access to any personal information that we collect from you. To inquire about your personal information in our files, please contact our Office Manager by written mail or e-mail request at the contact information listed below.

9. Addressing Your Inquiries and Concerns

It is important to us that your personal information be complete and accurate. If you have any questions or concerns regarding your personal information on file with the Safe City Association or our Privacy Policy, please contact our Privacy Information Officer at:

Executive Director (Privacy Information Officer)
Brampton Safe City Association
150 Central Park Drive, Suite 019
Brampton, Ontario
L6T 2T9

Phone: (905) 793-5484
Fax: (905) 458-7402
safecity@city.brampton.on.ca

We will make every effort to resolve your concerns or inquiries within 30 days of your request.