

Community Futures Big Country **PRIVACY POLICY**

Community Futures Big Country is committed to respecting and protecting the personal privacy of our clients. We are committed to complying with the provisions of the *Personal Information Protection and Electronic Documents Act (PIPEDA)*, *Personal Information Protection Act (PIPA)* and *Freedom of Information and Protection of Privacy Act (FOIP)*.

We collect information about you and your business or business idea in order to provide you with the Government funded programs and services you have requested. This information is used as follows:

- i. To determine if you qualify for any of the services or program assistance
- ii. To analyse the extent of assistance we may be able to provide
- iii. To demonstrate to Government Agencies the need to qualify you for specific assistance
- iv. To assist us in providing the Government with appropriate accumulated targeted data on the services we are providing
- v. To assist in identifying appropriate referral agents
- vi. To use some of the non-financial and non-personal confidential information, with your prior approval, to assist in marketing or referring you to potential employers or to potential customers of your business

Community Futures Big Country:

- Will not collect, use or disclose your personal information for any purposes other than those identified to and consented by you, subject to exceptions permitted by law;
- Will make all reasonable efforts to protect the confidentiality of your personal information when doing business internally or externally with other organizations;
- Will make all reasonable efforts to keep your personal information accurate and up-to-date; and
- Will attempt to honour requests you make for access to your personal information or the corrections of your personal information under the guidelines of the various Government Privacy Acts.

We do not compile, review or use this information for any other purpose.

Community Futures Big Country acknowledges that safeguarding your personal information is an important responsibility.

ADOPTED June 24, 2015 (AGM)