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Personal Information Protection Policy

1. The Personal Information Protection Officer will ensure that the co-op follows the principles of the *Personal Information Protection and Electronic Documents Act*. They will receive and follow up on any inquiries or complaints about how the co-op collects, uses, and shares personal information.
2. The co-op shall only collect the personal information that it requires to ensure sound management of the co-op and to fulfill its obligations to its members and the government.
3. The co-op shall use personal information only for the purposes stated in the member's written consent, and shall allow only those individuals within the co-op who need to know this information to have access to it.
4. The co-op shall share personal information with others outside of the co-op only as authorized by the member, or as permitted or required by law.
5. The co-op will store personal information securely to prevent unauthorized use. The co-op will destroy personal information when the co-op no longer needs it.
6. Individuals will, on request to the Personal Information Protection Officer, have access to any personal information about themselves that the co-op has.
7. The co-op will correct any errors in personal information that the individual brings to its attention.

Approved by Board of Directors.....December 17, 2003

Approved by General Members.....January 12, 2004

MISSION STATEMENT:

Hugh Garner Housing Co-operative provides through democratic participation of its diverse membership, environmentally sustainable, affordable and safe co-operative housing.