

2.2 Confidentiality and Privacy Policy

Approved by: KLT board of Directors

Effective Date: July 28, 2022

Last approved: July 28, 2022

Kawartha Land Trust (KLT) strives to uphold standards set by PIPEDA (the Personal Information Protection and Electronic Documents Act) and is responsible for all personal information collected, used, maintained and disclosed. KLT is committed to respecting and safeguarding your right to privacy.

Any employee or volunteer who knowingly discloses, accesses, copies, references, removes or alters, in any way, information they are not authorized to handle will be subject to disciplinary action, including termination.

2.2.1.1 Information Gathered

KLT only collects personal information from our Employees, Volunteers, Supporters and Donors for specific purposes related to the work we do, or in order to provide benefits or other privileges. All information gathered is treated with discretion and is stored according to our Information Security Policy. Personal information may include details such as: Name, Age, Income, Social Status (i.e. married, single), Address, Resume, Evaluations, Health & Safety Information and so on. The type of information requested varies based on the service or benefits provided. Some of this information is collected during the Recruitment and Selection process.

We do not sell or share contact lists externally

2.2.1.2 Disclosure of Personal Information

We collect, disclose and use personal information only for the uses or for the purposes disclosed or that would be reasonable in the circumstances. We do not share personal information about employees, volunteers, supporters or donors outside of Kawartha Land Trust, unless required by law or with an employee's consent. Information may be shared with contracted third parties (i.e., benefit carrier).

2.2.1.3 Release of Information to Third Parties

All requests from outside agencies, banks, etc., for sensitive personal information require a Non-Disclosure Agreement or Confidentiality Agreement that must be signed in advance, or evidence of their own Privacy Policy that adheres to PIPEDA.

2.2.1.4 Updating Your Information

Since we use your personal information to provide services to you, it is important that the information be accurate and up-to-date. If, during your employment or volunteer service with Kawartha Land Trust, any of your personal information changes, it is your responsibility to inform KLT so that we can make the necessary

changes.

2.2.1.5 Client and Stakeholder Information

Client and stakeholder information of any kind cannot be used for professional or personal gain by any employee, volunteer or trustee of Kawartha Land Trust. Likewise, no individual who is employed by KLT (either currently or previously) shall communicate with any contact of KLT for solicitation purposes

2.2.1.6 Meetings

In supporting and participating in board and committee meetings, employees and volunteers will maintain the confidentiality of deliberations, including the opinions of individual, trustees, board and committee members.

2.2.1.7 Signed Agreement

Each employee has agreed to confidentiality as part of their signed Offer of Employment. Each volunteer must also agree to maintain confidentiality by signing a Volunteer/Participant Agreement prior to assuming a volunteer job with KLT.