

## Privacy Principles

### Ministry of Central Services Privacy Policy

This Web site is operated by the Ministry of Central Services, an agency of the Government of Saskatchewan. The Government of Saskatchewan is committed to protecting your privacy. Its entire operations, including this Web site, are subject to "*The Freedom of Information and Protection of Privacy Act*". This law is consistent with the principles contained in the Canadian Standards Association's 1996 Model Code for the Protection of Personal Information. The simplest way to gain an understanding of the Saskatchewan Government's approach to privacy is to read Saskatchewan's Privacy Principles stated below. The privacy principles are part of the Saskatchewan Government's Overarching Personal Information Privacy Framework for Executive Government.

When you visit any Government of Saskatchewan Web site including those operated by the Ministry of Central Services, the server may automatically collect and retain a limited amount of data essential to the efficient operation and security of that site. An automated process may analyze this data and a statistical report may be created to help us identify usage trends and improve our service.

Some Ministry of Central Services Web sites may distribute a small file to your computer, called a "cookie". Such files allow us to provide you with personalized information on your future visits to our Web sites; they are not used for any other purpose.

When you voluntarily send us electronic mail or complete an electronic form that includes identifying information about yourself, we will keep a record of this information so that we can respond to your inquiry or process the data you have submitted.

If you have any concerns about privacy in the operations of the Government of Saskatchewan please contact the Freedom of Information and Protection of Privacy Office. Specific questions, requests or comments regarding Ministry of Central Services collection, use, retention, or disclosure of your personal information should be directed to the Ministry of Central Services Privacy Officer.

### Privacy Principles

The following principles relate to the collection, use and disclosure of personal information by Government Services:

1. **Accountability:** Central Services is responsible for personal information under its control and has designated a Privacy Officer who is accountable for Central Services' compliance with *The Freedom of Information and Protection of Privacy Act*, and the government of Saskatchewan's Overarching Personal Information Privacy Framework for Executive Government;
2. **Purpose:** The purpose for which personal information is collected shall be identified by Central Services at or before the time the information is collected;

3. **Consent:** Central Services will only collect personal information where it has legislative authority to do so pursuant to section 25 of *The Freedom of Information and Protection of Privacy (FOIPP) Act*. In most instances Central Services will require the knowledge and consent of the individual. Where consent is required by law, it will be a written consent;
4. **Collection:** The collection of personal information shall be limited to that which is necessary for the purpose identified by Central Services;
5. **Use and Disclosure:** Personal information shall only be used or disclosed for the purposes for which it was collected or for a use consistent with that purpose, except with the consent of the individual or as specifically authorized by law;
6. **Retention:** Central Services shall retain personal information only so long as required by law or necessary for the fulfillment for which it was collected;
7. **Accuracy:** Personal information shall be as accurate, complete, and up-to-date as is reasonably possible and necessary for the purposes for which it was collected;
8. **Safeguards:** All personal information shall be protected by Central Services by using security safeguards appropriate to the sensitivity of the information;
9. **Openness:** Central Services will make readily available to individuals information about its policies and practices relating to the management of personal information;
10. **Access:** Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. He/she has the right to challenge Central Services with regard to the accuracy and completeness of the information and have it amended as appropriate;
11. **Compliance:** An individual shall be able to address a challenge concerning compliance with any of these principles to the Privacy Officer.

### Community Donations Privacy Principles

#### What information will the Ministry of Central Services be collecting?

The Ministry of Central Services will be requesting contact and organizational information to verify the entitlement of the organization to participate in the Community Donations program as a non-profit organization.

#### How will the collected information be used?

Personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose unless you expressly consent otherwise. Your information will be used as a part of the database on participating organizations and for notifications of awards or program changes. We will not disclose your information to other

organizations or individuals except as authorized by the FOIPP Act.

### **Informed Consent**

By providing your personal information to us, you have and are consenting to these uses or disclosures of your information.

You may withdraw your consent at any time by providing us with written notice.

### **How long will the information be retained?**

Information will be retained for the duration of the Community Donations program and your organization's active participation in the Community Donations program. You may request in writing that your organization be removed from the program at any time. Upon termination of your organization's participation in the program, any information collected will be kept in accordance with the Government of Saskatchewan's retention schedules.

Last updated: March, 2013