



Loving Arms
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Privacy and Confidentiality Policy

- Loving Arms recognizes the importance of privacy of “**personal information**” and we are committed to treating any personal information that we collect in a responsible manner and to use this information only as reasonably necessary to facilitate the work of Loving Arms.
- Loving Arms’ privacy and confidentiality policy governs the handling of personal or proprietary information in the custody or control of Loving Arms including its members.
- Privacy concerns the handling of personal information or information about identifiable individuals. Personal information handled by Loving Arms includes information about team participants, emergency contacts, members and friends of Loving Arms.
- Protecting privacy and confidentiality is important to Loving Arms. In Canada, privacy is protected by federal and provincial statute. Loving Arms is subject to those privacy statutes.
- Loving Arms will limit the information collected to what is needed in order to facilitate Loving Arms’ goals, and to communicate information of interest and importance and will use it only for those purposes.
- All persons who receive personal information as a result of their membership in Loving Arms or participation in Loving Arms’ activities have a duty to uphold this privacy policy and associated guidelines.
- Loving Arms members should protect personal information in their custody or control in accordance with applicable law and contractual obligation.
- Treating information with confidentiality means not revealing it without authorization from the owner. The nature of our work gives us access to information that may not be available to others. It is our responsibility to ensure the security of all confidential information and materials entrusted to us.
- Protect proprietary and confidential information in public places (e.g. airplanes, restaurants, elevators) by avoiding open discussion and limiting use of electronic communications devices.
- Refrain from sharing information or documents with others, outside of the Board of Directors. that would infringe upon the individual’s right to confidentiality.
- Respect the confidentiality of Loving Arms’ information.
- Disclose confidential information only when necessary, upon receiving proper approval or when a legal or professional right or duty to disclose exists.
- All inquiries and issues related to privacy and confidentiality and this policy should be directed to Loving Arms’ President.