



## Privacy Policy

### 1.1 Scope

1. Medical Ministry International (MMI) employees, including contractors; volunteers providing services on behalf of MMI and members of the Board of Director's;
2. Any personal information that identifies an individual, in whatever form or medium (paper, digital, audio-visual, graphic) created or received in the course of carrying out MMI's mandated functions and activities, and;
3. All facilities and equipment required to collect, manipulate, transport, transmit, or keep MMI information.

### 1.2 Legislative Requirements

To safeguard the personal information entrusted to Medical Ministry International (MMI) and to comply with the *Personal Information Protection and Electronic Documents Act* ("PIPEDA") and any other applicable legislation, MMI is committed to the following principles:

### 1.3 Privacy Principles

MMI is committed to protecting the privacy of individual employees, participants, donors and friends. To that end, MMI is implementing a privacy program to meet the following privacy goals:

- **Accountability**

MMI is responsible for protecting the confidentiality of personal information in its custody or under its control in compliance with the applicable federal or provincial legislation.

MMI has identified and designated a Privacy Officer to be responsible for implementing the privacy program and ensuring compliance with legislation.

- **Openness**

MMI develops and follows privacy and security policies and practices that are compliant with legislation.

- **Collection and Consent**

MMI collects personal information only for reasonable purposes and with the consent of the individual or authorized representative, except where otherwise authorized by legislation.

- **Identifying Purposes**

MMI identifies the purposes for which personal information is collected.

- **Limited Use, Disclosure and Retention**

MMI uses, discloses and retains personal information for purposes consistent with the purpose for which it was collected. Use and disclosure for other purposes is by consent of the individual or as authorized by legislation.

- **Accuracy**

MMI makes all reasonable efforts to ensure that personal information collected, used or disclosed by or on behalf of MMI is accurate and complete.

- **Safeguards**

MMI protects personal information in its custody or control by deploying security measures and practices to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction.

- **Right of Access**

Individuals have the right to access information about them at MMI, subject only to limited and specific exceptions. Individuals who believe there is an error or omission in their personal information have a right to request correction or amendment of the information.

- **Compliance Challenges**

Individuals are encouraged to bring any concerns or issues regarding privacy at MMI to the Privacy Officer for discussion and response (1-844-335-6642). Individuals may appeal to the Information and Privacy Commissioner of Ontario to review or investigate MMI's responses, or any policies or practices they feel are not in compliance with legislative requirements.

Approved May 2015