















The Ten Principles of Privacy Protection (And Their Dos and Don'ts...)

Privacy and the protection of personal information is important these days. Our privacy policy is summarized in plain language in the following ten principles. If we follow these principles it will provide an adequate level of protection for all campers, staff and representatives. It also ensures compliance with the requirements of the new Canadian Federal - Personal Information Protection and Electronic Documents Act (PIPEDA), and the regulations enacted there under, that apply to Metochos' operations.

Principle One	Collection of Personal Information	?	Restrict the collection of personal information about other individuals to only what you absolutely need to perform your duties.	
		?	Make sure that the person about whom you collect personal information understands why you are collecting it, what the company will do with it and to whom it will be disclosed. A good example is recording donations. If the intent is to keep records for solicitation of future donations, it must be made known to the donor.	
Principle Two	Use of Personal Information	?	Use personal information only for the purposes for which you initially collected it.	
Principle Three	Disclosure of Personal Information	?	Never reveal personal information to another person unless:	
		o	the person who is requesting the information requires it for legitimate business purposes and they are also complying to the laws regarding personal information.	
		o	you have been authorized by your supervisor to disclose it to that person for the specific reasons stated by that person.	
Principle Four	Retention of Personal Information	?	You are required to keep all personal information that you use for a business purpose, for an appropriate period of time and no longer than necessary.	
		?	You have a duty to make sure that all personal information under your control is easily retrievable by those who need it to perform their duties or by those	

who may have to respond to a request for access to personal information or to a request for its correction.

Principle Five	Protection of Personal Information	? You are personally responsible for the adequate protection of the personal information that is in your custody or placed under your control. Keep it locked up in a safe place at all times and make sure that the password feature of your computer is activated when you are not at your desk. 
		? Use your judgment when discussing business or personnel related issues of a private nature. 
Principle Six	Disposition of Personal Information	? Paper documents, computer disks, diskettes and tapes that contain personal information of those with no more connection to Metochos must be destroyed or disposed of within two years. 
Principle Seven	Right of Access to One's Own Personal Information	? Under PIPEDA, and METOCHOS's Privacy Policy, individuals have a right to access their own personal information that is kept by us. Remember that any comments you write about another person may have to be disclosed to that person if he or she requests access to it. 
		? We strongly encourage employees to use the informal process of asking their supervisor or the Privacy Officer for access to their personal information, instead of invoking the applicable privacy legislation to request access. 
Principle Eight	Right to Request the Correction of Personal Information	? Under PIPEDA and Metochos' Privacy Policy, individuals have a right to request the correction of their personal information that is kept on record. 
Principle Nine	Recourse Mechanism	? The company's Privacy Officer is here to assist anyone who experiences difficulty with the interpretation or the implementation of the privacy laws that apply to Metochos. 
Principle Ten	Don't Be Shy Ask Questions!	? Contact the company's Privacy Officer. Remember, it's better to be safe than sorry. 