

**Basic Income Canada Network / Réseau canadien pour le revenu garanti
Privacy Policy**

Introduction

At the Basic Income Canada Network / Réseau Canadien pour le revenu garanti (BICN/RCRG) respecting privacy and confidentiality is taken very seriously. This policy statement outlines BICN/RCRG general guidelines for the administration and handling of personal information. Personally identifying information is only collected when necessary for specifically identified projects and when it is knowingly provided. The BICN/RCRG will do all it reasonably is able and within its control to protect the confidentiality of any personal information it must collect. The BICN/RCRG will commit to reasonable, responsible, transparent, and efficient information handling practices to ensure compliance with relevant privacy laws and procedures in relevant provincial and national legislation, including major policy endeavours such as the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans; the code of ethics for the Association of Fundraising Professionals; and other like codes. We will review our policies within the context of these laws and procedures to make sure we remain current with changing industry standards, technologies and laws.

Summary of Principles

Principle 1 – Accountability

The BICN/RCRG is responsible for personal information under its control and designates its privacy officer as its secretary. All questions and enquiries about this privacy statement can be emailed to secretary@biencanada.ca.

Principle 2 - Identifying Purposes for Collection of Personal Information

The BICN/RCRG identifies the purposes personal information is collected at or before the time the information is collected. We maintain strict confidentiality of both client and participant information. We do not sell, trade, or share information that identifies individuals without their explicit permission. Employees, contractors, and volunteers that must collect information in the day-to-day work of BICN/RCRG commit to use the information only for BICN/RCRG and the purpose of the projects they are working on.

Principle 3 - Obtaining Consent for Collection, Use or Disclosure of Personal Information

The BICN/RCRG obtains informed consent when individual information is required in any project. In such cases, disclosure of the information will not occur except for the purposes for which the information is collected, or where exempted by applicable law. Participants may refuse to have their personal information collected; in such cases it will not affect participation in any project.

Principle 4 - Limiting Collection of Personal Information

The BICN/RCRG will limit the amount and type of personal information collected so that only information is collected that is necessary for the identified project. Information unrelated to the identified project underway will not be collected.

Principle 5 - Limiting Use, Disclosure, and Retention of Personal Information

The BICN/RCRG will use and disclose personal information only for the purposes identified at the time of collection. It will not use or disclose personal information for other purposes except with the consent of the individual or as permitted by law. The BICN/RCRG may aggregate information for the purposes of its projects but not disclose individual information or associated data; including aggregating information for its customers, sponsors, potential sponsors, contractors, or other parties to help customers better understand their organization(s). Aggregate information may be used to improve the organization, products, and the programs or services we provide. Published information will only include aggregate information unless specific permissions are obtained to identify specifically identifiable information.

Principle 6 - Accuracy of Personal Information

The BICN/RCRG will update and retain information so that it will be as accurate, complete, and up-to-date as is possible and necessary for its projects and associated analyses.

Principle 7 - Security Safeguards

The BICN/RCRG will protect personal information by using necessary and appropriate security safeguards to protect the confidentiality of information.

Principle 8 - Openness Concerning Policies and Procedures

The BICN/RCRG will retain its privacy policy as transparent as possible and make available to individuals specific information about its policies and procedures, in particular regarding the collection, use, disclosure, access to and safeguards concerning personal information.

Principle 9 - Access to Personal Information

Upon request, and along with proof of identity, the BICN/RCRG will inform an individual of the existence, use, and disclosure of his or her personal information that the BICN/RCRG may have control over.

Principle 10 - Challenging Compliance

An individual can challenge the compliance with this policy to address concerns compliance with the above principles by submitting in writing to the BICN/RCRG's privacy officer the details outlining any concerns. The organization will investigate all complaints and attempt to any justified concerns. If necessary, it will amend policies or procedures to address any justified concerns.