
Personal Information Protection: Tools for Housing Co-ops

1. The ten principles of personal information protection
2. PIPA checklist
3. Personal information protection policy – sample
4. Personal information protection officer (PIP officer)
5. Personal information complaint procedure – sample
6. Application form – sample
7. Personal information protection statement – sample (blank)
 - a. Personal information protection statement – sample (example)
8. Memo to members – sample (blank)
 - a. Memo to members – sample (example)
9. Record keeping tips
10. Reference consent form – sample
11. Inventory of personal information
12. Useful websites and contacts

CHF BC has adapted many of these tools from the Co-op Housing Bookstore's Protecting Personal Information: A Housing Co-op's Guide to the PIPED Act. Thanks to COHO Management Services Society and Cana Management Associates Ltd. for their input.

Please note: This information is provided for educational purposes only. It is not intended and should not be used as legal advice. Consult your legal advisor on specific issues arising in your co-operative to ensure that you comply with the law.