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## ABC Housing Co-op

# Personal Information Protection Policy

### Purpose of the policy


To protect the dignity of members and the security of personal information the co-op may gather on individuals, in compliance with the Personal Information Protection Act (PIPA) and its principles.

### Definition

“Personal information” under PIPA means information about an identifiable individual. It includes employee personal information but does not include work contact information or work product information.

### Policy

1. The members at the Annual General Meeting will appoint 1 personal information protection officer (PIP officer).
2. The board will:
  - provide the PIP officer with a job description outlining duties in relation to PIPA and its principles
  - ensure the PIP officer receives appropriate training
  - ensure the PIP officer fulfills their duties co-operate fully with the PIP officer in the performance of the officer's duties and in implementation of the policy.
3. The co-op shall only collect the personal information that it requires to ensure sound management of the co-op and to fulfil its obligations to its members, its contractual obligations, and any legal requirements.
4. The co-op shall use and share personal information only with the agreement of the individuals concerned, or as provided for in PIPA.
5. The co-op will store documents that contain personal information securely to prevent unauthorized use. The co-op will destroy personal information when the co-op no longer needs it.
6. Individuals will, on written request, have access to any personal information that the co-op has about them. The co-op will provide the information within 30 days, except where to do so



would be in violation of PIPA. The co-op will correct any errors in personal information that the individual brings to its attention.

7. All directors will sign an ethical conduct agreement that includes a confidentiality section. Management staff and any designated members who have access to some personal information or co-op confidential information will also sign the agreement.
8. Discussion that will result in sensitive personal information appearing in the minutes will be held in camera. Minutes of the in-camera portion of meetings will be kept separate from the regular minutes, and stored securely, to prevent unauthorized use

Policy approved: February 12, 2025