



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Times Change Women's Employment Service PRIVACY STATEMENT

Times Change Women's Employment Service (Times Change) is committed to protecting the privacy of the personal information of its employees, clients, and other stakeholders. We value the trust of those we deal with and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

During the course of conducting our business, we collect and use personal information in connection with the provision of services provided by Times Change. Our privacy practices are designed to carefully protect such information and ensure it is used in a manner to which you have consented. To demonstrate our commitment to you and your rights, Times Change has developed a process, based on the 10 Privacy Principles contained within the Canadian Standards Association Model Code for the Protection of Personal Information, as incorporated in the Federal privacy legislation, the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

Our Privacy Plan has been developed with the understanding that personal information is any information that can be used to distinguish, identify, contact and/or fraudulently assume the identity of a specific individual. Specific information can include your opinions or beliefs, as well as facts about, or related to you, the individual. We operate on the understanding that information in the public domain, such as business contact information, or information such as names, addresses and telephone numbers that are published in telephone directories and on online public domains are not considered private information. Should an individual provide us with personal contact information as their business contact information, we shall consider this information as not being "personal" and therefore not protected under this policy.

Personal information gathered by our organization is kept in confidence. Our staff is authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost, destroyed, and/or stolen.

We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances, or to meet the specified requirements of our funders for providing service, or as required by law. We routinely offer individuals we deal

with the opportunity to opt not to have their information shared for purposes beyond those for which it is explicitly collected.

We regularly review our privacy practices for our various activities, and update our policy accordingly. Please check our website for information about our most up-to-date practices.

Requests for access to your information, and questions, concerns or complaints relating to the Times Change Privacy Plan on the handling of personal information should be mailed to:

Privacy Officer
Times Change Women's Employment Service
2 Carlton St. #1005
Toronto, ON M5B 1J3

416-927-1900
women@timeschange.org

Further information on privacy and your rights in regard to your personal information may be found on the website of the Privacy Commissioner of Canada at <https://www.priv.gc.ca/en/>

Karen Hoffmann-Zak
Karen Hoffmann-Zak
Privacy Officer

April 20, 2023
Date

DocuSigned by:

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Rebecca Hazell
Chair, Board of Directors

5/2/2023
Date