

# Personal Information Protection Officer Policy

The Personal Information Protection and Electronic Documents Act (PIPEDA), which applies to all businesses as of January 1, 2004, requires that the Co-op appoint an individual to act as a Personal Information Protection Officer.

Because there is a significant overlap between the responsibilities of the Ombudsperson and those of the Personal Information Officer, the Board has decided that it would be appropriate to have the Ombudsperson assume the role of Personal Information Protection Officer. The Board presents to the membership the following motions:

(1) "Motion to amend the policy regarding the role of the Ombudsperson to include the following description:

**Personal information officer (PIP Officer)**

The Ombudsperson of Hazelburn Co-op may act as Personal Information Protection Officer and shall ensure that the Co-op's handling of personal information is in compliance with the Personal Information Protection and Electronic Documents Act and its principles."

(2) "Motion to amend the policy regarding the role of the Ombudsperson as follows:

**Authority**

The Board of Directors has final jurisdiction in all disputes within the Co-op, whether involving members or staff, with the exception of those disputes concerning the Co-op's compliance with PIPEDA."

(3) "Motion to amend the policies of Hazelburn Co-operative Homes to include the following policy:

**Background:**

As of January 1, 2004 The PIPEDA, will govern the manner in which businesses (including co-operatives) gather, use, and disclose personal information. The Act sets forth a number of principles about personal information gathering which businesses are expected to follow. It also states that each organization must appoint an individual to act as a Personal Information Protection Officer (PIP Officer).

1. Responsibilities of the Personal Information Officer (PIP Officer)

The PIP Officer is responsible for:

- (a) reviewing the co-op's policies and practices for handling of personal information;
  - (b) making recommendations to help the co-op follow the Act;
  - (c) providing information to members and the public about how the co-op protects personal information;
  - (d) handling complaints.
2. The PIP Officer is expected to perform his or her responsibilities under the PIPEDA independent of the Board of Directors or management of Hazelburn Co-operative.
3. The Ombudsperson of Hazelburn Co-operative may act as PIP Officer.
4. In the event that the Ombudsperson is unable to fulfill the duties of office, or if no Ombudsperson is chosen by the membership of Hazelburn Co-op, the Board of Directors shall designate a Board member or other qualified person to fulfill the role of PIP Officer until such time as an Ombudsperson is chosen."

APPROVED BY THE GENERAL MEMBERSHIP - October 28, 2003