

## **Customer Privacy**

Sunrise Community Futures Development Corporation respects the privacy of our clients, our Directors, our partners and our staff. We are committed to developing policies and procedures that address common privacy concerns.

We protect your privacy and your right to control the collection, use and disclosure of your personal information. We have procedures in place which guide our employees, directors and officers in maintaining confidentiality. The protection of your personal information is our commitment to you.

The Board of Directors for Sunrise Community Futures Development Corporation have adopted the *Sunrise Community Futures Development Corporation Code for the Protection of Personal Information*, established related Policies and Procedures, and appointed a Privacy Officer.

### ***Your Personal Information***

#### ***Principle 1 -- Accountability***

We are responsible for maintaining and protecting your personal information under our control. In fulfilling this mandate we have assigned an individual (our Privacy Officer) who is accountable for our compliance with the 10 privacy principles defined in the *Personal Information Protection and Electronic Documents Act of Canada* ("PIPEDA").

#### ***Principle 2 – Identifying Purposes***

We identify the purposes for which your personal information is collected before or at the time the information is actually being collected.

#### ***Principle 3 -- Consent***

We will obtain from you directly your information and consent in writing when you become a loan client. We may possess personal information about you that we collected prior to implementation of PIPEDA. We will continue to use that information for the purposes listed in our brochure unless you ask us to stop using the information.

#### ***Principle 4 – Limiting Collection***

We obtain only the necessary information we require and limit the use of this information to the purposes we have identified.

#### ***Principle 5 – Limiting Use, Disclosure and Retention***

Your information may only be used or disclosed for the purposes for which it was collected unless you have otherwise consented, or when it is required or permitted by law. Your information may only be retained for the period of time required to fulfill the purposes for which it was collected or as otherwise allowed by law.

#### ***Principle 6 -- Accuracy***

Your information must be maintained in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

#### ***Principle 7 -- Safeguards***

The security of your personal information is a priority for us. We take steps to safeguard your personal information, regardless of the format in which it is held, including:

1. physical security measures such as restricted access facilities and locked filing cabinets;
2. electronic security measures for computerized personal information such as password protection, database encryption and personal identification numbers;

3. organizational processes such as limiting access to your personal information to a selected group of individuals;
4. contractual obligations with third parties who need access to your personal information requiring them to protect and secure your personal information.

***Principle 8 -- Openness***

We are open about our privacy and security policy. We are committed to providing you with understandable and easily available information about our policy and practices related to management of your personal information.

This policy and related information is available at our website: at [www.cfsask.ca/sunrise](http://www.cfsask.ca/sunrise); or by email at [sunrise.cfdc@sasktel.net](mailto:sunrise.cfdc@sasktel.net); or at our office located at:

11 - 3<sup>rd</sup> Street  
Weyburn, SK

and, upon request at:

Sunrise Community Futures Development Corporation  
Box 353  
Weyburn, SK  
S4H 2K1  
(306) 842-8803

We will endeavor to supply the requested information within a reasonable period of time from the date of your request. In some cases a fee may be charged however, you will be advised of any charges prior to fulfilling your request.

***Principle 9 – Individual Access***

When you request it, we will advise you what personal information we have in our possession or control about you, what it is being used for, and to whom it has been disclosed. When you request it, we will give you access to personal information about you which is in our possession or control. In certain situations, however, we may not be able to give you access to all of your personal information.

***Principle 10 – Challenging Compliance***

You are entitled to question our compliance with any of these principles by contacting our Privacy Officer. Any concerns you might have about our handling of your personal information are to be directed to our Privacy Officer who will investigate your complaint and provide you with the results of the investigation within a reasonable period of time.

***Privacy Officer***

Our Privacy Officer may be contacted at:

Privacy Officer  
P.O. Box 353  
Weyburn, SK  
S4H 2K1  
Phone: (306)842-8803  
Email: [sunrise.cfdc@sasktel.net](mailto:sunrise.cfdc@sasktel.net)