



September 2017

OCNA Policies and Procedures – Ontario Junior Citizen of the Year Awards Program

Personal Information Protection and Electronic Documents Act (PIPEDA)

The *Personal Information Protection and Electronic Documents Act (PIPEDA)*, also known as Bill C-6, pertains to all businesses and organizations in Canada. This legislation was enacted in response to public concerns about personal privacy issues, especially since the advent of the Internet, e-commerce and advance data mining of information about individuals. The act applies to the privacy of individuals, not corporations.

Personal information is defined as any information about an 'identifiable individual'. Personal information can include an individual's opinions or beliefs (e.g. religion or political affiliation), as well as facts about, or related to, the individual. If an organization uses personal information in the course of "commercial activities", it must do so in compliance with the Act.

The Ontario Community Newspapers Association (herein referred to as OCNA) has an obligation to obtain the appropriate consent individuals in the collection, use and disclosure of personal information. OCNA's Privacy Officer shall be the Controller, unless otherwise directed in writing by the Executive Director.

It is OCNA's policy to obtain written consent from individuals in order to process their nominations which includes the release of their personal information to third parties for publication purposes, etc. In the case of the Junior Citizen program, written consent must be provided by the young person's parent/guardian as the nominees are between the ages of 6-17 years.

Personal Information Collected	Purpose	Accessed by:
As requested on the nomination form for the Ontario Junior Citizen of the Year Awards	Ontario Junior Citizen of the Year Awards, publication of nominees and final recipients, presentation of certificates and awards	Association staff, judges, other media, Office of the Lt. Governor of Ontario, program sponsors

Storage and Access of Personal Information

For accuracy purposes, and upon written request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. The individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Written requests to view or amend your files should be made directly to the OCNA Privacy Officer. Response to the request will be followed up within a reasonable time frame, usually within five working days. All original files with personal information are held in a secure location within the Burlington office and will be accessed by the staff involved in that program, or anyone as directed by law. Copies of the nomination forms are also made available to program judges, community and/or daily newspapers for publication purposes, as well as program sponsors and the Office of the Lt. Governor of Ontario upon request. Personal information shall be retained only as long as necessary for the fulfillment of those purposes. Documents no longer required will be shred.

Obligations of Nominees

OCNA shall make every effort to ensure that personal information shall be accurate, complete and up-to-date as is necessary for the purposes for which it is to be used. The individuals are to inform the Privacy Officer of a change of their personal information where appropriate.