

PRIVACY STATEMENT

FRONTENAC YOUTH SERVICES is committed to protecting the privacy of the *personal information of its employees, clients, residents and other stakeholders. We value the trust of those we deal with and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you share with us. Frontenac's policy is that the collection, use and disclosure of personal information must be in a manner that recognizes the right of privacy of individuals with respect to their personal information for the purposes that a reasonable person would consider appropriate in the circumstances.

During the course of our various services and activities, we gather and use personal information. This information is held in confidence and carefully protected. We do not use the information for purposes other than those for which it was originally collected. If we wish to use your information for any other purposes we will first seek your consent. At the end of your relationship with **Frontenac Youth Services**, your information is only retained for as long as is required in order to comply with legislated requirements, after which it is carefully destroyed. If you wish to review the personal information we hold on you, you can make a request to do so by contacting our Privacy Officer (Rebecca Cook) at 905-579-1551.

FRONTENAC YOUTH SERVICES has Policies and Procedures in place to protect your personal information. These Policies and Procedures are guided by the following principles:

- Accountability
- Identification of Purpose
- Consent
- Limiting Collection
- Limiting Use, Disclosure and Retention
- Accuracy
- Safeguards
- Openness
- Individual Access

If you wish to read these policies in detail, you may contact the Privacy Officer at 905-579-1551. All Policies related to the collection, disclosure, retention and destruction of personal information are reviewed regularly and updated as necessary.

If you have any questions, concerns or complaints relating to **Frontenac Youth Services'** treatment of personal information you can contact the Privacy Officer at 905-579-1551. 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 www.privcom.gc.ca

*Personal Information is any information that can be used to distinguish, identify or contact a specific individual. Exceptions are identified by the Privacy Act; business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone books are not considered personal information.