



Privacy Policy

Revised/Approved: May 2025

SIM Canada is committed to protecting the privacy of its employees, volunteers, members, supporters, directors and officers and any other individuals about or from whom SIM Canada collects personal information.

A. Privacy Policy

SIM Canada embraces the principles of the Canadian Standards Association Model Code for the Protection of Personal Information to ensure that all personal information is properly collected, used only for the purposes for which it is collected and is disposed of in a safe and timely manner when no longer required.

1. Accountability

SIM Canada is responsible for maintaining and protecting the personal information under its control. SIM Canada will appoint a Privacy Officer. The Privacy Officer is responsible for ensuring that SIM Canada complies with its privacy obligations. All employees and volunteers are required to sign and adhere to a Code of Conduct and Ethics which ensures they are informed about the importance of privacy protection. SIM Canada provides employees and volunteers with periodic information to ensure that they are knowledgeable about SIM Canada's privacy policy, related policies and privacy developments.

2. Identifying Purposes

SIM Canada collects and uses personal information for a variety of purposes including but not limited to,

- establishing and maintaining members lists.
- considering applications to serve with SIM Canada.
- managing payroll and benefits.
- completing employee performance evaluations.
- process donations and issue tax receipts.
- establishing and maintaining relationships with donors.
- communicate news, updates, and fundraising initiatives.

SIM Canada shall identify the purposes for which it collects personal information before or at the time the information is collected. Persons collecting personal information on behalf of SIM Canada will explain to individuals the purposes for which the personal information is being collected.

3. Consent

Consent will be obtained from individuals for personal information collected, used and disclosed, unless obtaining the consent would be inappropriate or not required by law. Sometimes an individual's consent may be implied by their conduct with SIM Canada. When it is appropriate, the written consent of the individual will be obtained. Written consents will be kept on file for as long as the information is reasonably necessary. An individual may withdraw his or her consent at any time, subject to legal or contractual restrictions and reasonable notice and the individual being informed of the implications of the withdrawal.

4. Limiting Collection

Information collected will be limited to the required purpose or purposes identified by SIM Canada. SIM Canada is committed to collecting personal information in a fair, open and lawful manner.

5. Limiting Use, Disclosure and Retention

Personal Information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. All collected personal information shall be destroyed, erased or made anonymous as soon as the purpose for which it was collected is no longer relevant, or as permitted by the law.

6. Accuracy

Personal information shall be maintained in an accurate, complete and up to date form as necessary to fulfill the purposes for which it was collected. Individuals with personal information are encouraged to review, correct, and update their personal information with SIM Canada.

7. Safeguards

Personal information will be protected by security safeguards that are appropriate to the sensitivity of the personal information. This safeguarding could include physical measures such as locked filing cabinets and premises security, organizational measures such as restricted access to files with personal information or technological measures such as security software.

8. **Third Party Links**

SIM Canada's website or communications may from time to time provide links to third-party sites as SIM Canada wants to be informational and resourceful. SIM Canada assumes no responsibility for the information practices of these third-party sites. We encourage all users to review each site's privacy policy before disclosing any personally identifiable information.

9. **Openness**

- Information regarding the privacy policy of SIM Canada, as well as personal information management, shall be available as requested. The information will include:
 - Name and contact information of Privacy Officer
 - Means of gaining access to personal information held by the organization
 - Copy of any brochures or other information that explains the organization's policies, standards or codes

10. **Individual Access**

Access to personal information will be granted to the individual upon written request. The existence, use and disclosure of personal information will be granted within a reasonable amount of time. Any inaccuracy or incompleteness of personal information will be amended as required.

11. **Challenging Compliance**

Any complaints or inquiries about the collection, use, disclosure or retention of personal information and SIM Canada's compliance with these ten principles should



be directed to the Privacy Officer. The Privacy Officer will investigate all complaints. If a complaint is found to be justified, appropriate measures will be taken.