

Privacy Policy of the Funeral Co-operative of Ottawa

The Funeral Co-operative of Ottawa (FCO) is committed to protect the privacy of its members, donors, volunteers, directors, employees, and other persons about or from whom the Co-operative collects personal information.

Members and associates have given implied consent to the Co-operative to collect, use, and retain personal information for all purposes of the Co-operative that are consistent with the Co-operative's guiding principles as outlined in its Constitution. Any member may withdraw their consent at any time, subject to legal or contractual circumstances and with reasonable notice. Such notice may be by mail, e-mail or fax and must provide the Co-operative with particulars on personal information to be deleted.

Personal information will be protected by security safeguards such as locked filing cabinets, premises, and computers, and computer security software. Personal information will be destroyed or erased one year after the Co-operative has been informed of the death of the member but financial information will be retained as required by law.

Directors, employees, independent contractors acting in the Co-operative's name, and any other persons acting on the Co-operative's behalf must all follow this policy. The Co-operative will include appropriate provisions in its agreements with independent contractors requiring them to follow this policy.

Restrictions on Collection, Use and Sharing of Personal Information

Information collected will be limited to that required for the purposes identified by the Co-operative and will not be sold to anyone else. It will be collected in an open, fair, and lawful manner.

The Co-operative and its representatives may request and collect only the limited personal information needed to deliver high-quality services, manage the organization effectively and fulfill FCO obligations to co-operative and government clients, business associates and employees. Any personal information collected may be used only for the purpose for which it was gathered, unless an individual gives specific permission for another use or unless otherwise permitted by law.

The Co-operative may not collect, use or share personal information unless three conditions have been met:

1. the information is needed for an identified purpose;
2. that purpose has been explained to the person from whom the information is sought;
3. the person has agreed in advance to the collection of information for that purpose and understands that they may withdraw their consent at any time.

Questions and concerns relating to the Co-operative's privacy policy should be directed to the President of the Funeral Co-operative of Ottawa.

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 <http://www.privco m.gc.ca/>