



# Privacy & Confidentiality

Guidelines for MCCO Constituent Groups

As a Constituent Group working with MCCO to settle refugees, it is important to understand and support our collective responsibility to protect the privacy of personal information of sponsorship group participants, volunteers, interpreters, staff, donors and the sponsored refugees.

The below are principles and guidelines regarding the minimum requirements for the protection of personal information provided by a Sponsorship Group (often referred to as Constituent Group) to its supporters, constituents, volunteers and donors in a manner consistent with the provisions of the Personal Information Protection and Electronic Documents Act Canada (PIPEDA). PIPEDA establishes rules for the management of personal information by organizations involved in commercial activities, attempting to strike a balance between an individual's right to the protection of personal information and the need of organizations to obtain and handle such personal information for legitimate business purposes.

Personal information includes data that specifically identifies someone like name, address, phone number, email address, etc.).

Below are some important principles and practices regarding the collection of personal information for constituent groups:

- Be accountable for the information you collect (keep accurate and secure)
- Identify the purpose for the information that you collect the information
- Obtain consent for the collection and use of private information
- Limit collection of information to only that which is necessary
- Do not share personal information without consent

As well, a level of confidentiality should be kept for the constituent group and the refugees. It is helpful if each Constituent Group spends some time discussing confidentiality expectations among group members. It is also important to respect the right to privacy and confidentiality for the refugee newcomers as well. Sponsored refugees are already vulnerable given their recent experiences and newness to the country. Thus it is of utmost importance that discretion and sensitivity be used in the sharing of personal or private information about the newcomers. Personal and private Information should be shared and discussed on a "need to know basis" with those in the group and/or with any involved community support professionals.

More information about the PIPEDA Canada can be found at this site: [https://www.priv.gc.ca/leg\\_c/r\\_o\\_p\\_e.asp](https://www.priv.gc.ca/leg_c/r_o_p_e.asp)