

This code applies to individuals in service, employees, board members, volunteers and students on placement.

BISNO is committed to maintaining the accuracy, confidentiality and security of your personal information. As part of this commitment we have adopted the following principles in accordance to the Personal Health Information Protection Act.

**1. Accountability:**

We have the responsibility to maintain and protect the personal information under our control and will designate one or more individuals to be accountable for the organization's compliance with these principles.

**2. Identifying Purpose:**

The purposes for which personal information is collected shall be identified before or at the time the personal information is collected. The personal information we collect shall be limited only to that which is necessary for the purposes identified.

**3. Consent:**

Individual consent will be obtained for the collection, use or disclosure of personal information, except where the law provides an exemption.

**4. Limiting use, disclosure and retention:**

Personal information shall only be used or disclosed for the purposes for which it was collected, unless an individual has otherwise consented or when it is required or permitted by law. Personal information shall be retained only as long as necessary for the fulfilment of those purposes and in accordance to the requirements by law.

**5. Safeguards:**

We shall protect personal information using security safeguards that are appropriate to the sensitivity level of the personal information received. We shall keep personal information as accurate, complete and up-to-date as may be necessary to fulfil the purposes for which it is to be used.

**6. Handling enquiries or complaints:**

We will provide information to individuals about our policies and procedures relating to the management of personal information that are under our control. Any questions or enquiries concerning compliance with our privacy policies and procedures may be addressed to our Privacy Officer.

*Should you have any questions regarding access to your personal information or wish to make a complaint regarding BISNO practice, please contact:*

**Alice Bellavance, Chief Executive Officer and Privacy Officer**

**1 - (807) - 623 - 1188**