



Bridlewood School Fundraising Society Personal Information Protection Act Policy

Approved on April 19 2023

Policy Statement

The Bridlewood School Fundraising Society shall use all reasonable means to comply with the Personal Information Protection Act (PIPA).

GUIDELINES

1. The fundraising society shall designate a person responsible for personal information.
 - a. "Personal information" means information about an identifiable individual.¹
2. The fundraising society designate shall be responsible for responding to questions about personal information - ensuring all personal information is accurate, protected from unauthorized access and destroyed once it is no longer needed.
3. The fundraising society shall collect only personal information that is required to fulfill its role as a fundraising society to communicate with parents or guardians of students enrolled at the school.
4. The fundraising society shall indicate the purpose for which the information is being collected and how it will be used when acquiring consent.
5. Personal information shall be used only for the purpose stated when it was collected unless consent is obtained for an alternative use.
6. The fundraising society shall disclose an individual's personal information, held by the fundraising society, to that individual upon request.
7. The fundraising society shall ensure that all personal information is accurate, protected from unauthorized access, and destroyed safely once it is no longer needed.
8. When fundraising society communications are emailed to members, the Secretary will ensure that email addresses are entered in the "bcc" area, to retain confidentiality.

¹ [Personal Information Protection Act, RSA 2003, Definitions 1\(1\)\(k\).](#)