

BOARD POLICY

PRIVACY POLICY		No. 7.10
Signature: Board Chair	Jeoff Chipman	Page: 1 of 1
Board Approval Date:	November 17, 2014	Supersedes: December 2008; Nov 21 2011
Review by:	3 Years: November 2017	
Cross References:		

The Manitoba Museum's Board of Governors, Executive Director, employees and volunteers will comply with the legal obligations imposed by the federal government's *Personal Information Protection and Electronic Documents Act* ("PIPEDA") regarding the collection, use and disclosure of personal information in commercial activities.

In this regard, we will respect and protect the privacy of personal information by complying with the following ten governing principles (as required by PIPEDA):

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| 1. Accountability | 6. Accuracy |
| 2. Identifying purpose | 7. Safeguards |
| 3. Consent | 8. Openness |
| 4. Limiting collection | 9. Individual access |
| 5. Limiting use, disclosure and retention | 10. Challenging compliance |

Our Privacy Policy applies to personal information about our employees and volunteers, our donors, our donors' family members, ancestors and/or acquaintances, other individuals whose personal information is provided to us by third parties, our sponsors, our visitors, researchers who request access to our record/archives/collections, and other individuals in the general community with whom we interact that we collect, use or disclose in the course of commercial activities.

It is the responsibility of the Executive Director to appoint a Privacy Officer who will be accountable for The Manitoba Museum's compliance with its legal obligations.