

Protection of public information: POLICY AND GUIDELINES



Muslim Council of Calgary and its organizations

The association recognizes the importance of protecting the organization while preserving the rights of public and its membership with regards to personal information. This policy and guideline is being created for those Directors, members, and employees of MCC AND AFFILIATED BODIES who have access to database of its membership or donors and supporters. This also pertains to the ownership of intellectual property of MCC, it's affiliate bodies including but not limited to membership lists, email addresses, donor information, donation information, website contents or created links, informational contents available on the website and any other related material that was created for the MCC or its affiliated organizations such as talks, videos, essays, articles, surveys etc.

Philosophy

The directors, committee heads and employees of MCC AND AFFILIATED BODIES are expected to adhere to the highest standards of personal and professional integrity and shall protect the interests of the MCC AND AFFILIATED BODIES, its members, donors, or supporters as well as all its collaborating organizations with whom MCC AND AFFILIATED BODIES has signed contracts or MOU.

Procedures and guidelines for employees

1. All membership lists, email addresses, donor information, donation information, website contents or created links, informational contents available on the website and any other related material that was created for the MCC or its affiliated organizations such as talks, videos, essays, articles, surveys etc. are and will remain property of MCC AND AFFILIATED BODIES. The only exception is when the person to whom the personal information belongs, gives permission for release of his personal information to a specific party in writing.
2. Officers/ employees/directors of the organization must hand over ALL material, pass codes, keys, books, registers to the new officers or employees or directors immediately on relinquishing the charge. Failing to do so will be consider breach of contract and legal action may be taken unless there is mutual understanding on the handover date which much not exceed 4 weeks.
3. Correction of accurate records and data: Pursuant to section 36 (1), all data must be kept accurate if under possession and if the corrections have been provided the person to whom the data belongs.
4. The act further says: The head of a public body must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction. This responsibility if extended to all those who are made responsible to handle the data for the pubic body.

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For reference only:

- ✓ These rules have reference to: “Freedom of Information And Protection Of Privacy Act, Alberta”
- ✓ Revised Statutes of Alberta 2000 Chapter F-25 Current as of December 11, 2015
- ✓ Website reference:
http://www.qp.alberta.ca/574.cfm?page=F25.cfm&leg_type=Acts&isbncln=9780779762071

I, the undersigned, have read and understand all the information in this document and I agree to conduct my activities in accordance with its contents.

I also understand that breaching these standards may result in disciplinary action up to and including, warning, censure, termination, or other legal remedy available to the Association/ Society.

Employee/ Director/ Committee head

Witness

(Print name)

(Print name)

(Signature)

(Signature)

(Date)

(Date)