

DEPARTMENT OF MUSEUM VOLUNTEERS

PRIVACY POLICY

Preamble:

The purpose of this policy is to outline the manner in which the Department of Museum Volunteers (DMV) collects, retains, discloses and utilizes personal information. This applies to records under the custody and control of the DMV, whether or not the records were made or created by the DMV.

Policy:

It is the DMV's policy to respect and protect an individual's personal information and *their* right to privacy. Accordingly, the DMV will:

- Request and record only such personal information that relates directly to the identified purpose and/or is reasonably necessary to the proper administration or undertaking of DMV programs or activities.
- Identify the purposes for which personal information is collected and use only for the purpose it was obtained or for a consistent purpose.
- Obtain consent from the individual to collect, use or disclose personal information and retain that information in as accurate, complete and up-to-date manner as is necessary.
- Use personal information for statistical analyses only where such analyses do not identify individuals or disclose other personal information.
- Respect an individual's right to access, correct and/or update personal information.
- Protect personal information with appropriate safeguards against loss, theft, unauthorized access and misuse.
- Comply with relevant legislation.

Confidentiality:

DMV members will not use any of the following for other than DMV and ROM purposes:

- DMV membership lists or any other information gathered about ROM members, donors and ROM/DMV program participants.
- Any other personal information to which they have access by virtue of their volunteer placement.

As soon as DMV materials containing confidential information are no longer needed by a DMV member, the DMV member will return or destroy these materials and permanently delete electronic versions of them.

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The DMV will not disclose personal information in its control or custody except:

- Where the person to whom the information relates has consented to the disclosure.
- For the purpose for which it was obtained or for a consistent purpose. (Consent or consistent purpose must be clearly demonstrated when considering use by the ROM).
- Where a member requires access to and use of the record in the performance of their work.
- Where the information is already part of the public record.
- Where required by law.

The DMV will ensure that use of any personal information held by the DMV by a third party (e.g. ROM Governors) is governed by a confidentiality agreement.

Related policies and legislation:

DMV Ethics and Conduct

Freedom of Information and Protection of Privacy Act (FIPPA).

Ontario Human Rights Code

Canadian Museum Association's Ethics & Guidelines

ROM's Ethics & Conduct

ROM Information Management & Library policy and practices