



Privacy Statement

Carya Society of Calgary (Carya) is committed to safeguarding the personal information entrusted to us by our participants. We manage all personal information in accordance with applicable laws, professional governing bodies and established standards.

Personal information means any information identifiable about an individual (ex. name, address, financial information, etc).

Carya collects **participant** personal information for the following purposes:

- To deliver requested services
- To enrol or register a participant into a program or service
- To record a contact in the event of an emergency
- To assess service eligibility and referral requirements
- To maintain communication
- To complete case management activities
- To provide professional supervision to the employee(s) assigned to an individual's service(s)
- To meet audit, accreditation and quality assurance requirements
- To perform outcomes measurement and produce program reports (in aggregate format - no personal identifying information will be used in any agency reporting unless authorized)
- To distribute Carya and program information (as indicated in participant consent to services form)

Carya collects **donor** personal information for the following purposes:

- To distribute donor related and other Carya communications
- To contact or follow-up related to donations or philanthropic activities
- To acknowledge donations in public forums such as Carya website, annual reports, social media platforms and printed materials

Carya makes every reasonable effort to ensure that personal information is accurate and complete. Carya protects personal information in a manner appropriate for the sensitivity of the information and policies are in place to prevent any loss, misuse, disclosure or modification of personal information. Carya uses appropriate security measures when destroying personal information as per record management policy and procedure.

If you have a question or concern about any collection, use or disclosure of personal information by Carya or about a request for access to your own personal information, please contact the Carya Privacy Officer at (403) 269-9888 or info@caryacalgary.ca. The Privacy Officer will endeavor to answer all questions and concerns. All complaints received will be investigated in a timely manner.

For a complete copy of the Carya Privacy Policy, please contact (403) 269-9888 or info@caryacalgary.ca

