

STANDARD CONDOMINIUM CORPORATION NO. SSCC 259

PRIVACY POLICY

PREAMBLE

The *Personal Information Protection and Electronic Documents Act* (“**PIPEDA**”), a federal statute, came into effect on January 1st, 2004, in an effort to create rules to govern the collection, use, disclosure and retention of personal information in a manner that recognizes an individual’s right to privacy with respect to their personal information, while at the same time recognizing the need of organizations to collect, use or disclose personal information.

PIPEDA applies to every organization in respect of personal information that the organization collects, uses, discloses or retains in the course of its commercial activities.

The terms “*organization*” and “*commercial activities*” are broadly defined by PIPEDA, such that those terms may also include the collection, use, disclosure and retention of personal information by condominium corporations.

SSCC #259 must collect, use, disclose and retain personal information about its Residents in order to comply with the requirements of the *Condominium Act*, the declaration, by-laws and rules, and to conduct the Corporation’s day-to-day operations.

SSCC #259 COMMITMENT TO YOUR PRIVACY

The board of directors of SSCC #259 has determined that it is in the best interests of the Corporation to introduce a privacy policy with respect to the collection, use, disclosure and retention of personal information. The privacy policy adopts and incorporates the following privacy principles: (1) accountability; (2) identifying purposes for collection; (3) consent; (4) limiting collection; (5) limiting use, disclosure and retention; (6) accuracy; (7) safeguards; (8) openness; (9) individual access; and, (10) a method to challenge compliance (collectively the “**Privacy Principles**”).

The board of directors of SSCC #259 has determined that it is in the best interests of the Corporation to apply this privacy policy, where practical, to all private information collected by the condominium corporation, whether or not such information falls under the jurisdiction of PIPEDA.

To ensure our that Residents feel secure about any private information they provide to us, the board of directors of SSCC #259 has, by resolution, approved and implemented the Privacy Policy, which is attached as **Schedule “A”**. The Privacy Policy outlines the practices of SSCC #259 with respect to the collection, use and disclosure of personal information.

Although *PIPEDA* governs the collection, use, disclosure and retention of personal information, its applicability in SSCC #259’s day-to-day operations may be limited. Most, if not all, of the personal information collected by SSCC #259 from our Residents is used for internal purposes and is collected in accordance with the *Condominium Act* and the Corporation’s declaration, by-laws and rules. Nevertheless, SSCC #259 will endeavour, whenever it is practical to do so, to apply the Privacy Policy to any and all personal information the condominium corporation collects, uses, discloses and retains, and to which *PIPEDA* does not apply.

DEFINITIONS

- “**commercial activity**” means any particular transaction, act or conduct or any regular course of conduct that is of a commercial character, including the selling, bartering or leasing of donor, membership or other fundraising lists;
- “**Condominium Act**” means the *Condominium Act, 1998, Chapter 19, Statutes of Ontario 1998* and any amendments thereto;
- “**non-identifiable information**” means information that cannot be associated with, or traced back to an individual;
- “**personal information**” means information about an identifiable individual, but does not include any information that is available to the general public;

- “PIPEDA”** means the *Personal Information Protection and Electronic Documents Act* S.C. 2000, c. 5, and any amendments thereto;
- “Privacy Policy”** means the privacy policy passed by the board of directors of SSCC #259, which is attached as Schedule “A”;
- “Resident(s)”** means SSCC #259’s unit owners, their respective tenants and their respective occupants (if any);
- “third party/parties”** means any individual or corporation that is not an agent of SSCC #259 or a Resident; and,
- “SSCC #259” and/or the “Corporation”** means Simcoe Standard Condominium Corporation No. 308.

THE PRIVACY POLICY

SSCC #259’s Privacy Policy, which is attached Schedule “A” follows the guidelines upon which the ten (10) Privacy Principles mentioned above based.

SCHEDULE "A" SSCC #259's PRIVACY POLICY

<p>1. ACCOUNTABILITY</p> <p>SSCC #259 and your personal information.</p>	<ul style="list-style-type: none"> • SSCC #259 is committed to each Resident's privacy, which includes treating your personal information fairly and with respect. Every director, agent and employee of SSCC #259 must abide by our commitment to privacy in the handling of your personal information. SSCC #259 is also committed to using its best efforts to ensure that any information it is required to forward to a third party is afforded a comparable level of security. • In addition to establishing this Privacy Policy, the board of directors has appointed an individual to act as the Corporation's privacy officer (the "Privacy Officer"). The Privacy Officer is responsible for overseeing all personal information handling practices at SSCC #259 and to ensure, together with the board of directors, that our Privacy Policy is up-to-date and in force at all times. The Privacy Officer will also handle all enquiries and complaints made with respect to SSCC #259's collection, use, disclosure and retention of personal information.
<p>2. IDENTIFYING THE PURPOSES</p> <p>Why and how SSCC #259 collects your personal information.</p>	<ul style="list-style-type: none"> • The personal information SSCC #259 collects is, in almost all instances, used for internal purposes only. SSCC #259 and/or its managing agent, collects personal information for the following reasons: <ul style="list-style-type: none"> a. in order to satisfy the requirements of the <i>Condominium Act</i> and the Corporation's declaration, by-laws and rules; and, b. in order to satisfy the Corporation's obligations to manage the property and assets of the Corporation, on behalf of Residents, on a day-to-day basis, and for security purposes. • In limited circumstances, SSCC #259 may need to utilize our Residents' personal information in a manner contemplated by <i>PIPEDA</i>. In those instances, the board of directors will take all reasonable steps to ensure that it complies with the <i>PIPEDA</i> requirements. SSCC #259 will obtain your prior written consent if we are required to use your personal information for any purpose other than those specified above, unless the use or disclosure is mandated or permitted by law. • The Corporation collects our Resident's personal information through a variety of methods, which include but are not limited to: images, such as video surveillance for safety and security purposes, registration forms, mail/parcel sign in/out forms, security logs, and transaction documents. In some instances, your personal information may be obtained from your authorized representative (i.e. your lawyer or someone who acts as your power of attorney). • We may also collect information from individuals through surveys and/or questionnaires, etc. • Personal information may include contact information (i.e. name, mailing address, telephone number, email address), household information, emergency contact information, vehicle information and financial information, but it does not include information that is public in nature. With respect to any third party information provided by you to the Corporation (i.e. emergency contact information), it is your responsibility to ensure that the third party has given you consent to provide that third party's personal information to the Corporation. SSCC #259 assumes that you have obtained such consent, unless and until we are informed otherwise.

<p>3. CONSENT</p> <p>Your consent to the collection of your personal information.</p>	<ul style="list-style-type: none"> • Your consent to the collection, use, disclosure and retention of your personal information by SSCC #259 may be expressed or implied, and in some cases you may provide it through your authorized representative. You may provide your consent by: <ul style="list-style-type: none"> a. voluntarily providing your personal information to SSCC #259 directors, or any of its agents, for specified purposes; and/or, b. providing your express consent in writing, by e-mail, or orally. • If required or permitted to do so by law, SSCC #259 may disclose your personal information without obtaining your prior consent or providing you with notice thereof. • Subject to the provisions of <i>PIPEDA</i>, the <i>Condominium Act</i> and the Corporation's declaration, by-laws and rules, the choice to provide us with certain personal information is yours. Upon request, we will explain your options of refusing or withdrawing consent to the collection, use, disclosure and retention of certain of your information, and we will record and respect your written choices. However, any refusal or withdrawal of consent is always subject to any overriding legal requirements. Notice of withdrawal of consent must be made in writing and addressed to SSCC #259's Privacy Officer at the address provided below. • Whenever the need arises, as determined by the board of directors and the Privacy Officer, SSCC #259 may provide you with a consent form. The form and content of the consent form will be determined by the board of directors in consultation with the Privacy Officer. The consent form will state the purpose for collecting your personal information and, in most instances it will be obtained prior to the collection of such information.
<p>4. LIMITING COLLECTION</p>	<ul style="list-style-type: none"> • In those situations where SSCC #259 is required to collect information for a "commercial purpose", the information collected will only be for a specific and limited purpose. • Any other personal information collected by SSCC #259 (i.e. information collected for a non-commercial purpose), will be collected in accordance with the governing provisions of the <i>Condominium Act</i> and the Corporation's declaration, by-laws and rules. • SSCC #259 will not collect personal information indiscriminately. All personal information collected by SSCC #259, will be collected by fair and lawful means.
<p>5. LIMITING USE, DISCLOSURE & RETENTION OF PERSONAL INFORMATION</p>	<p>USE</p> <ul style="list-style-type: none"> • In most instances the information collected by SSCC #259 is for the Corporation's daily operations and to comply with the requirements of the <i>Condominium Act</i> and the Corporation's declaration, by-laws and rules, which include, but are not limited to, the following: <ul style="list-style-type: none"> a. to manage the common elements and other assets of the Corporation; b. to collect common expenses and any other assessments or charges levied by the Corporation; c. to communicate with individuals; and, d. for any other purpose, as provided or required by the <i>Condominium Act</i>, the Corporation's declaration, by-laws and rules. • The information collected also enables us to better meet the needs and preferences of Residents. SSCC #259 may, from time to time, contact individuals by electronic format, regular mail or telephone for any of the purposes set out above. • In each instance where the Corporation must collect and/or use personal information from our Residents, for a commercial purpose, the Corporation will inform the Residents affected of its intended use; and will obtain the prior consent from those Residents.

	<p>DISCLOSURE</p> <ul style="list-style-type: none"> • SSCC #259 does not sell, rent or trade personal information that it collects. The Corporation will not knowingly disclose personal information to any third party except as may be required or permitted by law, and in the following circumstances: <ul style="list-style-type: none"> a. when SSCC #259 has received consent to do so, or under limited circumstances specifically described at such time as personal information is collected; b. when SSCC #259, in good faith, believes the law permits or requires such disclosure; c. the completion and delivery of status certificates, as permitted by law; d. to its agents and professional advisors for the purposes of: <ul style="list-style-type: none"> (1) collection of common expenses or any other assessments or charges levied by the Corporation; (2) matters concerning the application and enforcement of the <i>Condominium Act</i>, and the Corporation's declaration, by-laws or rules; and, (3) matters concerning the Corporation's day-to-day operations; e. in the event SSCC #259 retains the services of other agents (i.e. management, solicitors or auditors), SSCC #259 may disclose personal information of its Residents to such agents; and, f. for any other purpose, as provided or required by the <i>Condominium Act</i> the Corporation's declaration, by-laws or rules. <p>RETENTION</p> <ul style="list-style-type: none"> • At such time as your personal information is no longer required for the purposes stated in our Privacy Policy, the <i>Condominium Act</i> or other statutory requirements, or the Corporation's declaration, by-laws, or rules, such personal information will either be erased, destroyed or made anonymous.
<p>6. ACCURACY</p> <p>The accuracy of your personal information.</p>	<ul style="list-style-type: none"> • SSCC #259 believes that it is imperative that personal information be as accurate, complete and up-to-date as is necessary for the purposes for which it is collected. While we will do our best to ensure the information we have is accurate, we rely on our Residents to provide us with any and all material information and to inform us of any relevant changes. • In order to assist the Corporation in maintaining accurate information, we encourage individuals to amend inaccuracies and make corrections in their personal information as often as may be necessary. If you find any errors, we urge you to contact the Corporation as soon as possible, and we will make the appropriate corrections immediately.

<p>7. SAFEGUARDING PERSONAL INFORMATION</p>	<ul style="list-style-type: none"> • SSCC #259 is taking measures to protect the security and confidentiality of personal information as are appropriate in the circumstances. Personal information is stored in confidential databases, with appropriate security measures in place to protect against the loss, theft, misuse and/or alteration of personal information under the care and control of our managing agent. Personal information is also maintained by the Corporation's managing agent; information may be stored on site under a security lock system. • We caution that any information transmitted via the internet, may be susceptible to interception, alteration or misuse. If your communication is very sensitive and/or includes information such as your bank account or credit card number, you should not send it electronically. • Access to our Residents' personal information will be authorized only for: <ul style="list-style-type: none"> a. the Corporation's directors, agents, employees, representatives and service providers, who require access in the performance of their respective duties; b. to any person granted access by the individual through the consent process; and, c. to those otherwise authorized by law. • Directors, employees and agents of SSCC #259 may access only the personal information that is strictly necessary for the purposes for which the information is being accessed. Directors, employees and agents of SSCC #259 are restricted from reviewing, using and disclosing personal information collected by SSCC #259 other than in accordance with this Privacy Policy and as permitted by <i>PIPEDA</i>, the <i>Condominium Act</i> and the Corporation's declaration, by-laws and rules. • When destroying, erasing or making personal information anonymous, SSCC #259 will ensure that practices are in place to prevent unauthorized parties from gaining access to the information. • The board of directors of SSCC #259 will ensure that all of the Corporation's agents have policies in place in order to comply with <i>PIPEDA</i>, the <i>Condominium Act</i>, the Corporation's declaration, by-laws and rules and our Privacy Policy.
<p>8. OPENNESS Keeping you informed.</p>	<ul style="list-style-type: none"> • A copy of the Privacy Policy may be obtained from the Corporation's management office. Additional information regarding the Privacy Policy and relevant practices may be obtained from the Corporation's Privacy Officer. • If you have any additional questions or concerns about SSCC NO.308's Privacy Policy, we invite you to communicate with us by contacting our Privacy Officer at the address listed below, and we will address your concerns to the best of our ability.
<p>9. ACCESSING PERSONAL INFORMATION</p>	<ul style="list-style-type: none"> • Subject to <i>PIPEDA</i> and the <i>Condominium Act</i>, individuals have the right to access, verify and correct or amend their personal information collected by SSCC #259. Access will be granted to such information within a reasonable time, and upon a written request. If an individual requests copies of their personal information, a fee may be charged by the Corporation in accordance with the provisions of <i>PIPEDA</i> and the <i>Condominium Act</i>. • Before providing access to personal information, SSCC #259 will require sufficient information and/or identification to confirm that the information to be disclosed is that of the individual requesting access. If an agent of the individual is requesting access, SSCC #259 will ensure that the agent has been so authorized by the individual. • When an individual successfully demonstrates the inaccuracy or incompleteness of personal information, SSCC #259 will amend the information as required. Where required, SSCC #259 will transmit the amended information to third parties. In some cases the Corporation may not provide access to the personal information within its

	<p>possession or control. This may occur when:</p> <ul style="list-style-type: none">a. providing access would be likely to reveal personal information about a third party or, could pose a threat to the security of the third party, and the information cannot be isolated;b. disclosure would reveal confidential information of the Corporation;c. it would be too costly to retrieve it;d. the Corporation is prohibited from disclosing such information in accordance with the <i>Condominium Act</i>, or the Corporation's declaration, by-laws or rules;e. the personal information is protected by solicitor-client privilege or litigation privilege; or,f. the information has been collected during the investigation of a legal matter or cannot be disclosed for other legal reasons, such as a non-disclosure agreement. <ul style="list-style-type: none">• If SSCC #259 denies your individual request for access to your personal information, you will be advised in writing of the reason for the refusal.
<p>10. CHALLENGING COMPLIANCE</p> <p>How to file a complaint.</p>	<ul style="list-style-type: none">• To file a complaint with SSCC #259 concerning the collection, use and/or disclosure of your personal information, please send your written complaint to the attention of our Privacy Officer, at the address set out below.• All complaints will be investigated by the Privacy Officer as soon as is practical in the circumstances. If the Privacy Officer deems it necessary, the complaint(s) will be reviewed with the Corporation's board of directors.• Individuals will be notified of the outcome of the investigation of a complaint clearly and promptly and will be notified of any relevant steps taken or to be taken as a result of a complaint.

OBTAINING A COPY OF PIPEDA

A copy of *PIPEDA* may be downloaded from the following web site: <http://laws.justice.gc.ca>.

COMMENTS AND QUESTIONS

Please address any comments or questions about SSCC #259's Privacy Policy to the Privacy Officer as follows:

By mail: Bayshore Property Management, Agents for
Simcoe Standard Condominium Corporation No. 259
11 Ferris Lane
Barrie, Ontario, Canada, L4M 5N6
Attention: Privacy Officer for SSCC #259, Lisa Morozko
Phone: (705) 722.3700 x 227

By email: lmorozko@bpmgmt.ca

EFFECTIVE DATE OF PRIVACY POLICY

This Privacy Policy has been adopted by SSCC #259 on [*insert date].