



Code of Privacy

The Canadian Society for Industrial Security Inc. is a non profit professional association for persons and corporate entities engaged in the Security Industry in Canada. CSIS, Inc. is a federally incorporated professional organization, founded in 1954. The Society is a principal forum for professional security concerns and issues and it provides the impetus for developing high standards for security education and training programs for security professionals.

The Canadian Society for Industrial Security adheres to the CSA (Canadian Standards Association) Model Code for the Protection of Personal Information and are compliant with the federal Personal Information Protection and Electronics Document Act (PIPEDA).

1. ACCOUNTABILITY

The Canadian Society for Industrial Security Inc. is responsible for personal information under its control and have designated a Chief Privacy Officer to ensure compliance with the principals.

2. IDENTIFYING PURPOSE

The Canadian Society for Industrial Security Inc. will identify the purpose for which the personal information is collected at or before the time the information is collected. The Canadian Society for Industrial Security Inc. will ensure the requests for personal information are compliant with PIPEDA and document why the information is collected.

3. CONSENT

The Canadian Society for Industrial Security Inc. will obtain consent for the collection, use or disclosure of personal information except where inappropriate. Express consent will be used whenever possible and in all cases where the information is sensitive.

4. LIMITING COLLECTION

The personal information collected will be limited to that which is necessary for the purposes identified by The Canadian Society for Industrial Security Inc. We will collect the information by fair and lawful means, and only for legitimate purposes.

5. LIMITING USE, DISCLOSURE, AND RETENTION

Personal Information will not be used or disclosed for purposes other than those for which it is collected, except with the consent of the individual required by law. Personal information shall be retained only as long as necessary for the fulfilment of those purposes. The Canadian Society for Industrial Security Inc., will ensure that all personal information will be destroyed once it is no longer required.

6. ACCURACY

The Canadian Society for Industrial Security Inc., will make every effort to ensure that all personal information collected and retained will be accurate and up to date for the purposes for which it is to be used.

7. SAFEGUARDS

The Canadian Society for Industrial Security Inc., will safeguard all personal information appropriate to the sensitivity of the information. The Canadian Society for Industrial Security Inc., has facilities that are adequately protected from both a physical and electronic standpoint.

8. OPENNESS

The Canadian Society for Industrial Security Inc., shall make readily available to individuals specific information about its practices relating to the management of personal information. Inquiries should be made in writing to the Chief Privacy Officer, **Robert Marentette**, at **76 Eves Court**, Newmarket, ON L3Y 7P4 Bus: (905) 853-6523 Email: csis@bellnet.ca.

9. INDIVIDUAL ACCESS

Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. An individual may challenge the accuracy and completeness of the information and have it amended as appropriate.

10. CHALLENGING

Any individual may address a challenge to our Chief Privacy Officer. All complaints will be investigated and appropriate measures will be taken to identify, correct and respond to such challenges within a reasonable time period.

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