

Children's Design International Collection

Collection Internationale Dessains d'enfants

PRIVACY POLICY

GOVERNING BODY:	Board of Directors
DATE APPROVED:	November 3, 2018
APPROVED BY:	Board of Directors
Number:	004-18
Effective date:	November 3, 2018
Review cycle:	5 years

GOAL

The CDIC-CIDE is unique in its collection and its international scope. This policy aims not only to guarantee the protection of personal information of its contributors and clients, but also to ensure that the development plan is executed efficiently, and that any risk is minimized.

SCOPE

Administration, employees, volunteers.

POLICY

The CDIC-CIDE commits to protecting the confidentiality of the personal information of its directors, staff, volunteers, contributors and donors.

Each director and committee member must

- a) Avoid discussing CDIC-CIDE business in the presence of third parties unless their presence has been previously authorized.
- b) Upon seeking help or counsel from a third party, report the source of the information or advice given.
- c) Avoid disclosing confidential documents to third parties.
- d) Be aware of the CDIC-CIDE's communication plan in order to recognize which documents are available to the public and to clients.
- e) Report all breaches of confidentiality to an immediate supervisor without fear of reprisal.
- f) Identify or reveal the confidential nature of a document or information upon communicating it.
- g) Destroy all non-official copies of a document after use, where appropriate, and in accordance with the document management plan.
- h) File the confidential documents in a secure place, according to the classification plan, so that they may be retrieved even after long periods of time.

- i) Not digitalize, modify, copy or transmit any artefact in the collection without prior authorization.
- j) Not digitalize, modify, copy or transmit any artefact from the collection without prior authorization.
- k) Have access to personal information about themselves and can have them modified.

RESPONSIBILITY

Board of Directors, employees, volunteers.

EXPECTED OUTCOME

Those who do not respect the above-mentioned norms in the context of their official functions will be subject to appropriate and immediate disciplinary measures, as determined by the CDIC-CIDE, which can include dismissal.

Those who do not respect the present norms, following their dismissal from the CDIC-CIDE, agree that the disclosure of confidential information will cause irreparable damage to the CDIC-CIDE and that the latter will exercise its right to take legal action against the offending parties.

Translation: Chantal Chiasson and Susanne Toito