



PRIVACY POLICY

OTTAWA CARLETON CONDOMINIUM CORPORATION NO. 553 ("the Corporation") has a responsibility to keep confidential all personal information collected about owners and residents. The Corporation is committed to protecting any personal information held with respect to owners, tenants, staff, and contract workers.

The Corporation only collects personal information about its owners and tenants as is required by the *Condominium Act, 1998* (the "Act") and information that is deemed to be required for the safety and security of the owners, residents, and the property.

The Corporation will not sell, distribute, or otherwise provide any personal information to third parties unless it is in relation to the stated purposes for which the information is collected, or as required or authorized by law.

The Corporation will ensure that all personal information is protected by using security safeguards that are appropriate to the sensitivity of the information, which may include keeping information under lock and key, in fireproof cabinets, and using passwords to protect information stored on the corporation's computer.

It is important that the information held by the Corporation is accurate and up to date. The Corporation relies on owners and residents to advise of any change in their personal information. If you are aware that the Corporation holds information about you that is not accurate, complete, or up to date, please advise the Corporation immediately so that steps can be taken to correct it*.

Under the *Condominium Act, 1998* it is the sole responsibility of each owner to ensure that all contact information including tenant information is correct and all changes must be made in writing to the Corporation at the time of change.

Owners and residents may request access to their personal information held by the Corporation. The Corporation reserves the right to confirm the identity of persons seeking access to personal information before complying with any access requests.

Record storage Records will be maintained as required under the regulations of the Condominium Authority of Ontario (CAO).

Email and facsimile transmissions are not completely secure, and this should be kept in mind when contacting the Corporation and/or sending personal or confidential information.

If you have any questions, please contact OCCC No. 553's Privacy Officer (Property Manager) or the Management Office.

Please Note:

The **Ontario** government does not regulate the **privacy** practices of charitable or non-profit organizations. Some of their activities may be covered by the federal Personal Information Protection and Electronic Documents Act (PIPEDA). You can find out more through the Office of the Privacy Commissioner of Canada.

For general inquiries, the Information Privacy Commissioner of Canada can be reached at 112 Kent Street, Ottawa, Ontario, K1A 1H3. Ph. (613) 995-8210, Toll free. 1-800-282-1376, Fax. 613-947-6850, TTY (613) 992-9190, www.privcom.gc.ca.

*It is incumbent on each owner to provide the corporation with any change in their information. See Section 46.1 of the Condominium Act.

Board Approval: SM Cook Date: 26 April 2021