

## Privacy in the Workplace (PIPEDA)

CSIO is committed to maintaining the accuracy, confidentiality, security and privacy of its clients' and employees' personal information consistent with legislative requirements, specifically the relevant sections of the federal *Personal Information Protection and Electronic Documents Act* (PIPEDA) and the relevant sections of provincial legislation.

The application of the CSIO Policy is as follows:

- Specify the elements of valid consent for the collection, use or disclosure of personal information;
- Permit federal works, undertakings and businesses to collect, use and disclose personal information without the knowledge or consent of the individual to establish, manage or terminate employment relationships; and
- Provide a framework for organizations to notify individuals proactively about disclosures of their personal information made in certain circumstances to government institutions.

This policy does not impose an obligation to obtain consent to the collection, use or disclosure of employee personal information, to the extent that the applicable provincial legislation does not require consent.