



---

## Personal Data Collection Disclaimer

Dear Volunteer,

Welcome, and thank you for volunteering at the Friends In Need Food Bank.

In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA), we would like to inform you that we are collecting personal data about you. This data collection is essential for processing your volunteer application and ensuring we have adequate insurance coverage relating to volunteer activities.

The types of data we collect about you include your name, contact details, address, dependents and where necessary certain health information.

By agreeing to volunteer at the Friends In Need Food Bank, you consent to the collection, use, and disclosure of your personal information in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) for the purpose of volunteer recruitment and management.

Please be aware of the following important points regarding this data collection:

1. **Use of Personal Information:** The personal information you provide is used to communicate and fulfil our legal and regulatory requirements. We do not use this information for any other purpose unless we have obtained your explicit consent.
2. **Data Protection:** We are committed to ensuring the security and protection of your personal data. We have implemented access control measures to safeguard your data against unauthorized access and misuse.
3. **Data Sharing:** Your personal data will not be shared with any third parties without your explicit consent, except as required by law.
4. **Data Retention:** We will retain your personal data for a period of three (3) years or as long as necessary to fulfil the purposes for which it was collected.
5. **Your Rights:** You have the right to request access to, correction of, or deletion of your personal data. You also have the right to object to or restrict the processing of your data. Withdrawal of consent to collection of your personal data will likely result in termination of your volunteer position as it will directly affect our ability to maintain adequate insurance coverage and client security.
6. **Contact Information:** If you have any questions or concerns about how we handle your personal data, please contact us at [director@friendsneedfood.com](mailto:director@friendsneedfood.com)

We value your privacy and are dedicated to handling your personal data responsibly and in compliance with PIPEDA and applicable data protection laws.

Additionally, in the course of your volunteer activities, you may have access to personal information of our clients, donors, staff, and other volunteers. Friends In Need Food Bank is committed to protecting the privacy and confidentiality of this personal information in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable privacy laws.

The personal information you may handle includes, but is not limited to, names, addresses, phone numbers, email addresses, and other contact information, as well as potentially sensitive information regarding individuals' circumstances and needs related to food bank services.

This information is collected for the purposes of providing necessary services, support, and assistance to our clients, as well as for administrative, planning, and fundraising activities.

Personal information will only be disclosed to third parties with the individual's consent or as required by law.

Within Friends In Need Food Bank, access to personal information is limited to staff and volunteers who need to know this information to perform their duties.

All volunteers are required to adhere to our privacy policies and procedures designed to protect personal information against loss, theft, unauthorized access, disclosure, copying, use, or modification.

You are expected to maintain the confidentiality of all personal information to which you have access and to use it only for the purposes for which it was collected.

By volunteering with Friends In Need Food Bank, you acknowledge that you have read and understood this PIPEDA disclaimer and agree to comply with its terms and the related privacy policies and procedures of Friends In Need Food Bank, which can be found on our website ([www.friendsneedfood.com](http://www.friendsneedfood.com)).

You also understand that failure to comply with these requirements may result in disciplinary action, up to and including termination of your volunteer position.

If you have any questions or concerns about your obligations under PIPEDA or our privacy policies, please contact Mary Robson on [director@friendsneedfood.com](mailto:director@friendsneedfood.com)

Thank you for your commitment to respecting the privacy and protecting the personal information of those we serve.