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## Personal Data Collection Disclaimer

Dear Client,

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 providing food bank services. The types of data we collect about you include your name, contact details, address, dependents and where necessary certain financial or health information.

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

1. **Purpose of Collection:** The primary reason for collecting this data is to provide effective services that are tailored to your needs.
2. **Use of Personal Information:** The personal information you provide is used to administer our services, communicate with you about our programs, and fulfil our legal and regulatory requirements. We do not use this information for any other purpose unless we have obtained your explicit consent.
3. **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.
4. **Data Sharing:** Your personal data will not be shared with any third parties without your explicit consent, except as required by law.
5. **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.
6. **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 cancellation of your client registration as it will directly affect our ability to provide adequate services.
7. **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 ask you to re-register with us every Six (6) months to ensure all personal information is current.

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