

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
General Administration
Policy/Procedure**

Privacy Breach

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: October 17, 2012 (O)

DISTRIBUTION:

Policy:

Atikokan Literacy Incorporated (ALI) collects and holds personal information for providing the services of literacy and basic skills and as an employer, and is accountable for this information.

Individuals have a right to challenge ALI's compliance of collection, use, disclosure, or disposal of personal information.

Individuals with reason to believe that their personal information has been compromised or breached may notify the Privacy Officer, or designate. Individuals also have a right to complain directly to the Information Privacy Commissioner of Ontario.

Upon notification of a privacy breach, ALI will take immediate action to ensure effective containment of the breach.

The credibility of ALI is dependent on compliance with the policy and procedures. Compliance is enforced by the Information and Privacy Commissioner of Ontario.

Procedure:

Upon confirmation of a privacy breach, the Privacy Officer, or designate, must notify the Ministry (MTCU).

ALI will cooperate with the Ministry, its contractors and auditors, in any audit of or investigation into a breach of the privacy.