

Website Privacy Information

Protecting the privacy and confidentiality of personal information is an important commitment of Hong Fook Mental Health Association to its clients and other service users. Collecting, using, and disclosing personal information in an appropriate, responsible, and ethical manner is fundamental to Hong Fook Mental Health Association's daily operations.

Hong Fook Mental Health Association strives to protect and respect the personal information of its clients, employees, volunteers, students, consultants and community partners, etc. in accordance with all applicable provincial and federal laws. Each staff member of Hong Fook Mental Health Association must abide by this organization's procedures and practices when handling personal information.

This Website Privacy Information informs everyone of Hong Fook Mental Health Association's commitment to privacy and establishes the methods by which privacy is ensured. This Website Privacy Information applies to all personal information within Hong Fook Mental Health Association's possession and control.

Definitions

Personal information is defined as any identifying information about an individual or group of individuals, including name, date of birth, address, phone number, e-mail address, social insurance number, nationality, gender, health history, financial data, credit card numbers, bank account numbers, assets, debts, liabilities, payment records, credit records, loan records, opinions, and personal views.

Business information refers to: Hong Fook Mental Health Association, business address, business telephone number, name(s) of owner(s), executive officer(s), and director(s), job titles, business registration numbers, and financial status. Business information is treated and handled with the same level of confidentiality, privacy, and respect as personal information.

Consent occurs and is obtained when an individual signs an application or other form containing personal information, thereby authorizing Hong Fook Mental Health Association to collect, use, and disclose the individual's personal information for the purposes stated on the form or in the Appropriate Use section of this Website Privacy Information.

- Implied consent is granted by the individual when he/she signs an application, form or agrees to the terms of use on a website. This allows Hong Fook Mental Health Association to obtain or verify information from third parties, if necessary in the process of assessing the eligibility of an individual, client, job applicant, or community partner.

Website Privacy Procedures

- Hong Fook Mental Health Association's website will include our privacy information and disclose our personal information practices. Individuals inputting data into the website will be notified of:
 - Personally identifiable information about the individual that is collected from the website or through affiliate sites.
 - Information about the organization collecting the data.
 - How the data will be used.
 - With whom the data may or may not be disclosed.
 - The options available to the individual regarding the collection, use, and disclosure of personal information.

- The information technology security procedures in place that protect against the destruction, loss, theft, alteration, or misuse of personal information under Hong Fook Mental Health Association's possession and control.
- How an individual may access and correct any inaccuracies in his/her personal information.
- Hong Fook Mental Health Association does not collect personally identifiable information from any individual known to be under the age of thirteen (13).
- Hong Fook Mental Health Association may share compiled demographic information with its community partners and/or funders, but no personal information that can identify any individual person shall be disclosed.
- This website may contain links to other sites, but Hong Fook Mental Health Association is not responsible for the privacy practices of other organizations' sites.
- While IP addresses will be logged in order to administer the site, track visitor movement, and gather demographic information, these IP addresses will not be linked to any personally identifiable information.
- Site visitors are given the choice to opt out of having their personal information used at the point where the information is gathered.
- In most instances, Hong Fook Mental Health Association will grant individuals access to their personal information upon presentation of a written request and satisfactory identification. If an individual finds errors of fact with his/her personal information, the individual should notify Hong Fook Mental Health Association as soon as possible to make the appropriate corrections. Should Hong Fook Mental Health Association deny an individual's request for access to his/her personal information, Hong Fook Mental Health Association will advise in writing of the reason for such a refusal. The individual may then challenge the decision.
- Hong Fook Mental Health Association may use personal information without the individual's consent under particular circumstances. These situations include, but are not limited to:
 - Hong Fook Mental Health Association is under obligation by law to disclose personal information in order to adhere to the requirements of an investigation of the contravention of a regional or federal law, under the purview of the appropriate authorities.
 - An emergency exists that threatens an individual's life, health, or personal security.
 - The personal information is for in-house statistical study or research.
 - The personal information is already publicly available.
 - Disclosure is required to investigate a breach of contract.

Any questions or concerns regarding this Website Privacy Information can be addressed by contacting Hong Fook Mental Health Association:

Tel: 416-493-4242
Fax: 416-493-2214
Email: info@hongfook.ca
Website: www.hongfook.ca

Or directly to the Privacy Officer:
Bonnie Cheng
Manager, HR and Administrative Services
416-493-4242 x 2239
bcheng@hongfook.ca

Hong Fook Mental Health Association will investigate and respond to concerns about any aspect of the handling of personal information and will address concerns to the best of its abilities.