

Privacy Statement

posAbilities respects all people's right to privacy.

This paper tells you how we get, use and share personal information about the people we support.

What is personal information?

Personal information includes things like your:

- ✓ name
- ✓ address
- ✓ phone number
- ✓ identification, like your Care Card number or BC ID, and
- ✓ reports where you are identified.

Why does posAbilities ask for personal information?

posAbilities is paid by the Government and other groups to help people. posAbilities uses your information to understand what you need. We also use the information to plan how best to support you. We ask for the name and phone number of a family member or advocate in case there is an emergency. Also, sometimes posAbilities sends newsletters or other mail

to you, a family member or advocate.

posAbilities will tell you why we need your information. We will not use it for any other reason without asking you, unless your health and safety is at risk or if the police or a judge tells us to do so.

Where does the information come from?

posAbilities collects personal information using forms or by talking to people. We collect information from:

- ✓ you and your family
- ✓ the Government or other people who pay posAbilities to help you
- ✓ doctors or other people who have information about you.

What is consent? Who can give consent?

Consent means that you agree to let posAbilities get, use and share information about you.

You can give consent in three ways:

- ✓ in writing
- ✓ by telling one of posAbilities' staff that you agree or

- ✓ by being part of a program run by **posAbilities**.

What rights do you have?

- ✓ Adults can make decisions about how their information is used and shared with others.
- ✓ Sometimes a family member or advocate has the power to make decisions for adults.
- ✓ If **posAbilities** can't help you understand what we are asking, we will look for other people to help us, like a relative or your social worker.
- ✓ Parents or guardians of children have the power to make decisions for them.
- ✓ You have the right to see the information **posAbilities** m has collected about you. In some cases, **posAbilities** cannot share all the information we have in our files. If that happens, we will show you as much as possible. We can also help you fill out a form to send to the Government so that you can see more information.
- ✓ You have the right to ask **posAbilities** to change information when it is wrong.
- ✓ You can take back your consent.

How does *posAbilities* protect your information?

- ✓ **posAbilities** has rules for staff about how they get, use or share information.
- ✓ Staff must agree to follow the rules when they are hired.
- ✓ We do not make copies of your information for other people without consent.
- ✓ We keep your information safe by using locked cabinets, locked offices and passwords on all computers.
- ✓ **posAbilities** has a Privacy Officer who helps staff follow the laws about personal information.

You can ask the Program Supervisor if you want to see the information the program has about you. Also, if you have questions, please talk to your staff or the Program Supervisor.

If you want to see the information kept in your main office files or if you want to take back your consent, please contact *posAbilities'* Privacy Officer at:

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