

**PRIVACY POLICY FOR THE OWNERS: CONDOMINIUM PLAN NO. 9423146 O/A  
RENAISSANCE PLACE**

**Introduction**

The Owners: Condominium Plan No. 9423146 o/a Renaissance Place (“Renaissance”) recognizes the importance of privacy and recognized the sensitivity of personal information received by us in the course of running this condominium corporation. We recognize our obligation to maintain the confidentiality of our members’ information, and we recognize our obligations concerning the personal information of all individuals that we collect, use or disclose in our operations. This policy has been developed with those obligations in mind.

The *Personal Information Protection Act* (“*PIPA*”) regulates the way the private sector organizations in Alberta, including condominium corporations, collect, use and disclose personal information. Furthermore, *PIPA* regulates request from individuals for access to the personal information that has been collected by organizations.

By being a member of Renaissance, an individual consents to our necessary collection, use or disclosure of the individual’s personal information in order to properly manage the affairs of the condominium corporation. When practical, we endeavor to collect personal information directly from the person whom the information pertains. When necessary, we will collect personal information from other sources. It is our policy to collect personal information about individuals other than our members in accordance with the provisions of the *PIPA* and only when necessary to do so. When we collect, use or disclose personal information, we will make reasonable efforts to ensure that it is accurate and complete.

**I. Definitions**

1.1 For the purposes of the Privacy Policy, the following definitions will apply:

- (a) “Board” refers to the Board of Directors of Renaissance as created by the Bylaws
- (b) “Bylaws” refers to the Bylaws of the Corporation registered at Land Titles;
- (c) “Corporation” refers to The Owners: Condominium Plan No. 9423146 o/a Renaissance Place;
- (d) “Unit” refers to the individual areas as identified on the Condominium Plan registered for the Corporation;
- (e) “Individual” includes owners, tenants, occupants or any other individual that the Corporation may have collected, used, or disclosed personal information about;
- (f) “personal information” has the same meaning as defined in the *Personal Information Protection Act*, R.S.A 2003 c. P-6.5 (“*PIPA*”), as amended from time to time
- (g) “Privacy Officer” means as person that has been appointed by the Corporation as the person responsible for implementing the Privacy Policy as re-appointed from time to time;
- (h) “Privacy Policy” mean this Privacy Policy as amended from time to time; and
- (i) “Condominium Manager” mean the person, corporation or entity described in parts 2.6 of this Privacy Policy.

## **II. Privacy Officer and Condominium Manger of the Corporation**

- 2.1 The Privacy Officer for the Corporation is responsible for the implementation of the Privacy Policy to any Condominium Manager and employees of the Condominium Manager.
- 2.2 The Privacy Officer is responsible for communication the Privacy Policy to Members of the Board of the Corporation who may require access to personal information in the performance of their statutory and contractual duties under the *Condominium Property Act*, R.S.A 2000 c. C-22, as amended from time to time, and the Bylaws of the Corporation
- 2.3 Any concerns over the protection, use and disclosure of an individual's personal information shall be made to the Privacy Officer by giving written notice to the address stated in Part 7.3 of the Privacy Policy or the address for the Corporation as registered at Land Titles.
- 2.4 The Privacy Officer for the Corporation is currently Janey Ochotsky
- 2.5 Pursuant to the Bylaws of the Corporation, a Condominium Manager may be retained to manage the affairs of the Corporation. The Condominium Manager will be obligated to abide by the Privacy Policy of the Corporation as it pertains to the collection, use, disclosure and access of personal information obtained in the management of the Corporation.
- 2.6 Currently, the Condominium Manager of the Corporation is Alex Zovighian

## **III. Collection, Use, and Disclosure of Personal Information**

### **a. Collection**

- 3.1 The Corporation collects personal information for the purposes of meeting its statutory and contractual obligations.
- 3.2 The Corporation requires personal information to:
  - (a) Understand, access and assist our members with ongoing condominium operation needs, as well as to collect money from members to serve the needs of the Corporation as stated in the *Condominium Property Act*, R.S.A. 2000 c.C22;
  - (b) Ensure information is accurate and up-to-date; and
  - (c) Collect information through legal means relating to Individuals for the purpose of performing the obligations of the Corporation as stated in the Bylaws.
- 3.3 The types of personal information that the Corporation may collect about you include, but are not limited to, the following:

- (a) Your name;
- (b) Home address;
- (c) Telephone number;
- (d) Your image;
- (e) Personal email address;
- (f) Financial information for purposes of paying condominium fees and other related expenses; and
- (g) Any other personal information that may be collected in accordance with the provisions of *PIPA*.

3.4 The Corporation will wherever possible collect your personal information directly from you; however it may be necessary to collect the information from a third party in which case the Corporation will seek your express consent at the time of necessity.

**b. Consent**

3.5 Consent may be given in the following ways

- (a) Verbal consent may be given in person or over the phone if the person who is giving consent had their identity authenticated;
- (b) Consent will be deemed for the collection, use and disclosure of any personal information that a person volunteers to provide with verbally, by e-mail or in writing; and
- (c) in certain circumstances the Corporation will require express consent in writing authorizing certain activities.

3.6 There are certain circumstances where the Corporation is required to permitted by law, to collect, use and disclose personal information without consent. Such circumstances include, but are not limited to where:

- (a) The collection, use or disclosure is clearly in the interests of the individual and consent cannot be obtained in timely way;
- (b) The collection, use or disclosure is necessary to respond to an emergency that threatens the life, health or security of an individual or the public;
- (c) It is necessary to establish or collect the Corporations fees;
- (d) Collection, use, or disclosure is reasonable for the purposes of an investigation or proceeding;
- (e) The personal information is available to the public from a prescribed source; or
- (f) The collection, use, or disclosure is required or authorized by a statute or regulation of Alberta or Canada, such as *Condominium Property Act*, R.S.A. 2000 c.C-22.

3.7 The Corporation will handle all personal information confidentially and will substantiate the legal authority to collect, use and disclose personal information in circumstance where required.

3.8 The Corporation will make reasonable efforts to ensure that the information it collects is accurate and complete.

3.9 An Individual may at any time withdraw their consent by notifying the Corporation in writing of such withdrawal.

**c. Use**

3.10 An Individual's personal information will only be used for those purposes that are necessary to maintain and operate the Corporation in accordance with the *Condominium Property Act* and the Bylaws.

3.11 Video surveillance will be reviewed if there is an incident reported to the Corporation which affect safety, or real or personal property for which the Corporation is responsible. Video surveillance will be deleted after approximately three (3) months if there are no such reports. Only the Condominium Manager and the persons authorized by the Privacy Officer will be permitted to have access to the footage, unless or until there is an incident.

**d. Disclosure**

3.12 It is the Corporation's policy not to disclose or sell personal information or business contact information to any third party to enable them to market their products or services.

3.13 Personal information will only be disclosed if it is necessary or in the Individual's interest for the provision of services to the Individual by the Corporation.

3.14 Personal information may be disclosed to the following sources:

(a) The Board who use the information for the reasonable purpose of fulfilling the obligations of the Corporation pursuant to the *Condominium Property Act* and the Bylaws;

(b) To a third party who may require the information to arrange the provision of services to a Unit. Such as an insurance adjuster looking to schedule a time for repairs;

(c) To a third party that the Corporation contracts to provide services for the Corporation, such as the Condominium Manager, accountant, legal counsel or other third party;

(d) To a third party that has the statutory right to collect the information from the Corporation.

**e. Correspondence between Corporation and Individuals**

3.15 Each Unit will have a file maintained involving matters affecting the Unit. This may include personal information contained in correspondence between the Corporation and the owner or tenant.

- 3.16 A separate file shall be kept with notations in regards to requests for access, corrections and other privacy related correspondence of the Privacy Officer and other Individuals that are not owners or tenants.
- 3.17 Original documents will be maintained by the Condominium Manager, with scanned copies of the originals on the file maintained by the Corporation.
- 3.18 Upon sending correspondence to and Individual, or upon receiving correspondence from and Individual, a copy of such correspondence will be place in the file for the affected Unit.
- 3.19 A notation shall be made in the file or on the correspondence sent to an Individual identifying the method of delivery for such information.
- 3.20 Incoming correspondence shall be marked with the date of receipt and method of delivery. If pursuant to the Bylaws, correspondence is served upon the Corporation by delivering the same to a member of the Board of the Corporation, the member of the Board shall, within a reasonable period of time, provide a scanned copy to the Condominium Manager for the retention on the original file and the Corporation shall keep a copy in the location identified in section 3.17.

#### **IV. Protection (Safeguarding Information)**

- 4.1 The Corporation has made reasonable arrangements to secure personal information against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.
- 4.2 Board members who have any personal information within their control at the expiry or termination of their term will be required to return any and all personal information disclosed tot hem to the Privacy Officer. The Privacy Officer is required to destroy, or to request destruction of, superfluous or unnecessary information pursuant to the terms of this policy. If Board members have any personal information in an electronic format, such as emails or other electronic forms, such Board members shall delete all such personal information stored electronically and demonstrate to the satisfaction of the Privacy Officer that such deletion has occurred.
- 4.3 Notwithstanding 4.2, if a Board member or former Board member reasonably believes that they may face litigation respecting the discharge of their duties while performing the function of a Board member, that person may retain records until such time as the litigation is resolved or the limitation period for such litigation has expired. In such a case, the Board member or former Board member shall keep all such records confidential unless used for the purpose of litigation. Further, the Board member or former Board member shall inform the Privacy Office that they are retaining the records for litigation purposes.

#### **V. Access**

- 5.1 The Corporation recognizes that *PIPA* requires that every organization that collects personal information about an Individual give that Individual access to the personal information that they have in their custody or control upon request.
- 5.2 The Corporation further recognizes that *PIPA* required that the organization must state the purpose for which the personal information is being used, and the circumstances and names of all persons to whom his personal information has been disclosed.
- 5.3 And Individual may request access to their personal information by submitting their request in writing to the Privacy Officer of the Corporation.
- 5.4 And Individual may request a correction of their personal information that is under the care and control of the Corporation by submitting their request int writing to the Privacy Officer of the Corporation.
- 5.5 The Corporation will respond to the person making the request withing 45 days from the date the Corporation received the written request, unless the time period is extended under s. 31 of *PIPA*;
- 5.6 The Corporation will respond to the request for access tor correction in the manner prescribed in *PIPA*.
- 5.7 Pursuant to s. 32 of *PIPA* the Corporation is entitled to charge a reasonable fee for access to personal information for retrieval and copying of such information. The Corporation will notify the personal making the request in writing of the fee prior to providing the service. The Corporation further reserves the right to require a deposit in this regard.
- 5.8 The Corporation may refuse access to personal information in the following circumstances pursuant to *PIPA*:
  - (a) The information is protected by any legal privilege;
  - (b) The disclosure of the information would reveal confidential information that is of a commercial nature and it is not unreasonable to withhold that information;
  - (c) The information was collected for an investigation or legal proceeding;
  - (d) The disclosure of the information might result in that type of information no longer being provided to the organization when it is reasonable that that type of information would be provided;
  - (e) The information was collected by a mediator or arbitrator or was created in the conduct of a mediation or arbitration for which the mediator or arbitrator was appointed to act
    - i. Under an agreement,
    - ii. Under an enactment, or
    - iii. By a court.
  - (f) The information relates to or may be used in the exercise of prosecutorial discretion.

- 5.9 The Corporation must refuse access to personal information in the following circumstances pursuant to *PIPA*:
- (a) The disclosure of the information could reasonably be expected to threaten the life or security of another individual;
  - (b) The information would reveal personal information about another individual;
  - (c) The information would reveal the identity of an individual and the individual providing the opinion does not consent to disclosure of his or her identity.

## **VI. Destruction**

- 6.1 If, in the opinion of the Corporation, any documentation is no longer necessary for the Corporation to retain, the Privacy Officer shall request or require that any documentation containing personal information is disposed of in a manner suitable to the Office of the Information and Privacy Commissioner of Alberta or other similarly constituted public body.

## **VII. Other**

- 7.1 Should an individual communicate with the Corporation by e-mail, it is deemed that the Individual had provided such authorization for the Corporation to use email and send personal or confidential information.
- 7.2 The Corporation may review and change our Privacy Policy from time to time in order to update privacy commitment to you in keeping with current privacy laws.
- 7.3 The following is the address at which the Corporation's Privacy Officer can be reached at should and Individual have a question or concern regarding the Privacy Policy or the handling of personal information in general. This address is also the one at which all requests for access to personal information and correction of personal information should be sent.

Privacy Officer: Janey Ochotsky

Address: c/o KDM Management Inc.  
#210, 150 Carleton Drive  
St. Albert, Alberta  
T8N 6W2

Telephone: 780-460-0444

- 7.4 Nothing in the policy shall be construed to limit or restrict the privacy rights of an Individual or the Corporation as provided in *PIPA*, its associated regulations, the *Condominium Property Act*, or the Bylaws of the Corporation.