Kimberley Helping Hands Food Bank Privacy & Confidentiality Policy

Effective Date: MARCH, 2025

Purpose

This Privacy & Confidentiality Policy outlines our commitment to protecting the personal information of our clients, volunteers, and partners. We ensure compliance with federal and provincial privacy legislation and regional requirements.

Scope

This policy applies to all personal information collected, used, or disclosed by Kimberley Helping Hands Food Bank (KHHFB) in the course of its operations.

Privacy Policy Overview

1. Collection of Personal Information

KHHFB collects personal information necessary for the provision of services. This information may include, but is not limited to, names, contact information, and demographic details. We collect this information only with the consent of the individual.

2. Use and Storage of Personal Information

Personal information collected will be used solely for the purposes of providing assistance, managing our operations, and communicating with clients.

- **Consent:** Clients will be informed of the purpose for collecting their information and must provide explicit consent for its use and storage.
- **Storage:** Personal information will be stored securely and accessed only by authorized personnel.

3. Client Awareness and Consent

We ensure that clients are aware of how their personal information will be used and stored by:

- Providing a clear explanation at the time of information collection.
- Offering opportunities for clients to ask questions and clarify any concerns regarding their privacy.

4. Compliance with Legislation

This policy complies with the following:

- Federal Privacy Act
- Provincial privacy legislation (e.g., Personal Information Protection Act)
- Relevant regional regulations

We regularly review our practices to ensure compliance with these laws and adapt to any legislative changes.

5. Public Posting of the Privacy Policy

Our Privacy Policy is publicly posted for easy access. It can be found on our website at [Insert Website Link] and is available at our physical location for clients and visitors to review.

Verification of Policy

To maintain the effectiveness of this Privacy Policy:

- We have established procedures to oversee and ensure the policy is current and effective.
- We regularly train staff and volunteers on privacy practices and the importance of confidentiality.
- We welcome feedback from clients regarding our privacy practices.

Contact Information

For questions, concerns, or requests related to this Privacy Policy, please contact:Kimberley Helping Hands Food Bank

255 KNIGHTON RD., KIMBERLEY, B.C. 250 432 5522
kimberleyfoodbankmanager@gmail.com

Conclusion

At KHHFB, we value the trust our clients place in us and are committed to protecting their personal information with the utmost care and respect. This Privacy & Confidentiality Policy

reflects our dedication to safeguarding privacy while providing essential services to our community.