



Samaritan House Ministries Inc. Privacy Policy

DEFINITION:

Personal information means information about an identifiable individual. This includes an individual's name, home address and phone number, age, sex, marital or family status, an identifying number, financial information, educational history, etc.

POLICY:

This policy applies to Samaritan House Ministries Inc. and to any person providing services on behalf of the organization. We manage the personal information in accordance with Manitoba's ***Personal Information Protection Act*** and other applicable laws. This policy outlines the principles and practices followed in protecting personal information.

PROCEDURE:

1. The organization will ensure that the privacy of clients involved in program work is respected through the following measures:
 - Privacy of the clients is respected at all times.
 - Private space or offices are available for interviewing or counselling, at intake and throughout the duration of the counselling experience.
 - Information concerning clients is shared among Samaritan House Ministries Inc., personnel, and volunteers on a need-to-know basis.
 - Clients are protected from invasion of their privacy except where there is reasonable cause to believe that the safety of the client, the individual family members or third party is jeopardized due to the presence of fire hazards, weapons, or other life-threatening circumstances.
2. We will collect only the personal information that we need for the purposes of providing services to our clients, including personal information needed to:
 - Deliver requested services.
 - Enroll a client in a program.
 - Send out information regarding that program.
3. We normally collect client personal information directly from our clients. We may collect client information from other persons with client consent or as authorized by law.
4. A copy of this policy is provided to any client on request. Samaritan House Ministries Inc. is committed to safeguarding the personal information entrusted to SHM by our clients.

5. Right to Privacy

Consent to Release Information

- Any information (recorded and/or known) about a client will not be shared with outside agencies without the written consent of the client or unless required to do so by law, Court Order, or medical crisis.
 - A client may withdraw consent to the use and disclosure of personal information at any time unless the personal information is necessary for Samaritan House Ministries Inc. to fulfil a legal obligation. Samaritan House Ministries Inc. will respect the decision to withdraw consent, but SHM may not be able to provide certain services if SHM does not have the necessary personal information.
6. The Executive Director and all employees and volunteers have the responsibility of ensuring compliance with privacy laws and policies of SHM.