

## **PRIVACY POLICY**

Policy No: A 02-2015

Approved by Council: Sept 11, 2013, Resolution:

### **PURPOSE:**

The Municipality of Dutton Dunwich has created this Privacy Policy to demonstrate our firm commitment to your privacy. Our staff is responsible for maintaining our commitment to this policy and for protecting your personal information. Please read the Privacy Policy to understand how your personal information will be treated.

### **POLICY**

#### **Collection of Personal Information**

We collect and retain personal information for the following purposes:

- To process your requests for services or further information.
- To communicate with you regarding services that you have requested.
- To identify you if you have a query or concern about the service that you have requested.
- To meet legal and regulatory requirements.

#### **Use and Disclosure of Personal Information**

The Municipality of Dutton Dunwich does not use or retain personal information that you provide to us for any secondary purposes unless we clearly notify you and gain your permission first. We will not sell, share, rent or otherwise disclose your personal information to any organization or individual outside the Municipality of Dutton Dunwich without your permission. The exceptions to this policy of non-disclosure are stated below.

The Municipality of Dutton Dunwich may disclose your personal information:

- To companies contracted to process your requests.
- For mandatory law enforcement purposes.

#### **Protection of Personal Information**

The Municipality of Dutton/Dunwich takes every precaution to protect your personal information, in all forms; including, on the Internet.

#### **Exceptions**

There may be certain exceptions to this Privacy Policy. Any and all exceptions will be CLEARLY identified at the moment that information is being gathered &/or we will obtain your consent to use such information