



Mood Disorders Society of Canada

La Société Pour **Les Troubles de L'Humeur** du Canada

MDSC Privacy Statement

The Mood Disorders Society of Canada (MDSC) appreciates and respects your right to personal privacy. We are committed to protecting the privacy, confidentiality and security of your personal information.

We have implemented controls on the collection and use of personal information within our organization. We limit the collection, use, retention and disclosure of personal information as needed by the MDSC and/or consultants and 3rd party affiliates for the purposes of providing and/or enhancing services to Canadians.

What is Personal Information?

Personal information is information, which relates to an individual and allows that person to be specifically identified. However, publicly available information, such as a public directory listing of your name, address, telephone number and electronic address, is not considered personal information.

We do not collect, use or disclose personal information about an individual without the expressed consent of the individual except where such information is required by law. Subject to legal and contractual restrictions, an individual can withdraw their consent to our collection, use or disclosure of their personal information at any time with reasonable notice.

The MDSC may match aggregated, statistical user information to parameters established for third parties, without releasing user information. This aggregated information does not contain any personally identifiable information. For example, we may disclose aggregated user statistics (as an example, 28% of our members live in western Canada) in order to describe our organizational composition.

What is Consent?

Consent can be either express or implied and can be provided directly by the individual or by an authorized representative. Express consent can be given orally, electronically or in writing. Implied consent is consent that can reasonably be inferred from an individual's action or inaction.

Protecting Personal Information.

As an organizational practice, we limit any collection of personnel information. Personal information is only kept as long as we need it to fulfill our stated

purpose. We maintain all personal information in as up to date and accurate condition as is possible. Appropriate security measures are maintained in our organization to protect any personal information being held. Only those staff that require information to provide our stated purpose have access to the information immediately necessary to accomplish their mission. Any person with such access has signed a confidentiality agreement.

You are entitled to Access your Personal Information

If you request access to your personal information, the MDSC will respond to your request within 30 days. There is no cost for reasonable requests unless you require copies of records. The MDSC advises you of the cost, if any. The MDSC may not be able to provide you with access to your personal information where the information cannot be separated from the records of others or is protected by legal privilege.

Using and Disclosing your Personal Information

The MDSC only uses and discloses your personal information for the purposes identified to you if and when your consent was obtained. The MDSC does not provide your personal information to others without your direct informed consent. You can withdraw your consent for the use of your personal information at any time, subject to legal restrictions and upon reasonable notice to the MDSC. The MDSC may send you information about our services that may be of interest to you. If you do not want to receive these mailings, all you have to do is inform us. If you have given permission and change your mind, you can always ask to be taken out of future information disseminations.

We Take Our Responsibility Seriously

The MDSC has appointed a Privacy Officer to ensure that everyone at the MDSC organization complies with our Privacy Policies. The MDSC investigates and responds to any questions, complaints or requests for information you may have. Persons may address any issues or concerns regarding the collection, use and disclosure of Personal Information by contacting our Chief Privacy Officer at:

Chief Privacy Officer
Mood Disorders Society of Canada
3-304 Stone Road West, Suite 736
Guelph, ON N1G 4W4

Or by email at info@mdsc.ca