

Revised December, 2003

**PURPOSE**

To protect the interests of those who do business with the Canada Safeway Credit Union from any unauthorized use of personal information, which members have made available in the course of conducting their business with Canada Safeway Credit Union.

**POLICY STATEMENTS**

The Canada Safeway Credit Union enforces strict compliance with the confidentiality requirements of its Code of Conduct and Ethics Policy. In addition the Canada Safeway Credit Union subscribes to The Privacy Code as adopted by the Board of Directors (December 2003), for the privacy protection and confidentiality of member information.

**RESPONSIBILITY & AUTHORITY**

Ultimate accountability for the Canada Safeway Credit Union's compliance with the policy statements rests with the Board of Directors.

Day to day accountability, implementation of and compliance with this policy is the responsibility of the General Manager/Privacy Officer. The board will review this policy annually at which compliance observations are reported by General Manager/Privacy Officer.

Nothing in this policy is intended to prohibit the proper and responsible use of information given with consent, for the purposes of enhancing services or delivering services to members. This policy does not diminish the Canada Safeway Credit Union's need to make fully informed decisions about the services it provides or persons to whom services may be provided. This policy does not authorize the taking of any business risks without all information needed to support prudent decisions.

**MONITORING AND REPORTING**

The General Manager/Privacy Officer will report to the Board annually on compliance with this policy.