



New Realm Vocational & Management Services Inc.

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**(NRVMS)**  
**PRIVACY POLICY**

The information entrusted to us and its safekeeping is of utmost importance. New Realm Vocational & Management Services Inc. (NRVMS) adheres to the following key privacy principles as they apply to the collection, use and disclosure of personal information:

**Identifying Purposes:**

- (NRVMS) will identify the purpose for the collection of personal information prior to, and/or at the time of collection. Only personal information relevant to this purpose will be collected. This information will be collected through fair and lawful means.

**Limiting Use, Disclosure and Retention:**

- The personal information collected will not be used or disclosed for any other purpose than that for which it was originally collected, unless consent is provided or as required by law. Personal information shall be retained only for as long as is necessary for fulfillment of the identified purposes.

**Consent:**

- The knowledge and consent by an individual of the collection, use and disclosure of personal information is critical. Provision of personal information is voluntary and done with an individual's express consent, except when inappropriate. Consent may be withdrawn at any time subject to legal and contractual restrictions.

**Safeguards:**

- All personal information is protected by security safeguards appropriate to the sensitivity of the information.

**Accountability:**

- (NRVMS) is responsible for the personal information under its control. We have appointed a Privacy Officer to ensure compliance with the privacy legislation and to address any issues and/or concerns related to this.

**Accuracy:**

- (NRVMS) shall ensure accuracy of the personal information collected as best as possible. If there is an error in an individual's personal information, the individual may request for it to be corrected with provision of documentation if necessary.

**Access:**

- Upon request, an individual will be provided with access to the personal information held regarding them. They will be informed of the use and disclosure of this information and may challenge the accuracy and / or completeness of this information and request for the information to be corrected and/or amended as appropriate.

**Openness:**

- (NRVMS) will make specific information readily available regarding its policies and practices relating to the handling and management of personal information under its control.

**Compliance:**

- We have appointed a Privacy Officer who is accountable to ensure (NRVMS) compliance with all facets of our privacy policy. They are also charged with the responsibility of keeping abreast of new and/or updated Privacy Legislation at a Federal and Provincial level including but limited to Personal Information Protection and Electronic Documents Act (PIPEDA) and the Personal Health Information Protection Act (Ontario).

**Communication:**

- Changes to our Privacy Policy either based on requirements by legislation, customer or corporate need will be relayed to all (NRVMS) resources and assessors via management meetings, team knowledge transfer sessions and e-mail notifications. Customers will be advised via the NRVMS Referral Co-ordination Team.