



Boys & Girls Clubs  
of East Scarborough  
A good place to be

# POLICIES AND PRACTICES

## HIRING PRACTICES

Job openings and volunteer opportunities will be posted on the agency Web Site as well as in the Club.

Job openings are to be filled by qualified individuals from within the Club when possible. Note, however, internal job candidates are not guaranteed the positions applied for and such candidates will meet all criteria required for the job.

Job applicants are required to complete a job application form, supply a resume, references, and be prepared to provide proof of any necessary or applicable accreditation related to the position applied for. In addition to the above required information, the job applicant may be required to take a test related to the position.

Applicants are advised that a police check as well as reference checks will be conducted prior to any job offer being made.

## PRIVACY POLICIES

- ***Our commitment***

Boys and Girls Club of East Scarborough is committed to protecting the privacy of the personal information of its **employees, members, donors and other stakeholders**. Boys and Girls Club of East Scarborough (herein referred to as “ESBGC”) values the trust of those we deal with, and of the public, and recognizes that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

During the course of our various projects and activities, Boys and Girls Club of East Scarborough occasionally gathers and uses personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Boys and Girls Club of East Scarborough’s privacy practices are designed to achieve this.

- ***Defining personal information***

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Examples of personal information include SIN #, age, marital status, and language. Exceptions: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

Where an individual uses his or her home contact information as business contact information as well, Boys and Girls Club of East Scarborough considers that the contact information provided is business contact information, and is not therefore subject to protection as personal information.

- ***Privacy practices***

Personal information gathered by Boys and Girls Club of East Scarborough is kept in confidence. ESBGC personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.

We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances.

- ***Website and Electronic Commerce***

Boys and Girls Club of East Scarborough uses services requiring password protocols and encryption software to protect personal and other information we receive when a product or service is requested and/or paid for on-line. All such third party service providers must be in compliance with PIPEDA and have an established and published privacy policy available for all users.

- ***Updating of privacy policy***

Boys and Girls Club of East Scarborough regularly reviews its privacy practices for its various activities. Any revisions to the policy will be made available on our website.

- ***Contact Information***

Question, concerns or complaints relating to ESBGC's privacy policy or the treatment of personal information should be e-mailed to our Privacy Officer.

Further information on privacy and your rights in regard to your personal information may be found on the website of the Privacy Commissioner of Canada at **[www.privcom.gc.ca/](http://www.privcom.gc.ca/)**