

## THE CGA MODEL COMMITMENT TO PRIVACY

The CGA Model Commitment to Privacy (Commitment to Privacy) has been made available to assist members of CGA (Members) to meet the obligations of new federal privacy legislation, which regulates the collection, use and disclosure of personal information in commercial activities.

The Commitment to Privacy is intended to serve as a template for Members' customization and may ideally serve as a public relations introduction to Members' personal information management systems. The entire Commitment to Privacy should be fully reviewed by legal counsel with expertise in privacy law before Members rely or make use of it in relation to their specific situation. Sections of the Commitment to Privacy that require particular attention have been noted in square brackets for your review and customization.

**The Commitment to Privacy and other privacy compliance tools made available by CGA do not constitute legal advice.** Legal advice is dependent upon the particular facts in a particular situation, and the application of the appropriate laws and legal principles to that situation. As a result, CGA shall not be liable for any direct, indirect, incidental, consequential, special, punitive or exemplary losses or damages of any nature or kind whatsoever resulting from Members' use of the Commitment to Privacy and/or other privacy compliance tools made available by CGA.

## The [INSERT NAME OF ORGANIZATION]'s Commitment to Privacy

At [INSERT NAME OF ORGANIZATION], respecting privacy is an important part of our commitment to our [CLIENTS/CUSTOMERS] and employees.

Our commitment to privacy is reflected in The [INSERT NAME OF ORGANIZATION] Privacy Code, which has been developed to comply with the relevant portions of the *Personal Information and Electronic Documents Act* (Canada). In this respect, The [INSERT NAME OF ORGANIZATION] Privacy Code governs our behavior with respect to the collection, use and disclosure of our [CLIENTS/CUSTOMERS]' and employees' personal information.

We have also developed The [INSERT NAME OF ORGANIZATION] Privacy Protection Pledge to explain why we collect personal information, how we use personal information and how we keep such information protected. A copy of The [INSERT NAME OF ORGANIZATION] Privacy Protection Pledge is being made available to all of our [CLIENTS/CUSTOMERS] [IF APPLICABLE]. You can also review it at [INSERT ORGANIZATION'S WEB SITE IF APPLICABLE].