

Privacy Code

The Code establishes the standard under which the MFRC's within Canada collect and use personal information about Canadian Forces (CF) members and their families. Use of personal information, including nominal roll information provided directly by the CF when a member is posted or deployed is necessary for the provision of mandated services to members and their families. Personal information is also collected from MFRC employees, volunteers and third parties who provide services such as child care and will be similarly protected.

Principles in Summary

Principle 1 – Accountability

MFRCs are responsible for personal information under their control. The Director of an MFRC shall be accountable for the MFRC's compliance with the following principles.

Principle 2 – Identifying Purposes

The MFRC shall identify the purposes for which personal information is collected at or before the time of information, except where inappropriate.

Principle 3 – Consent

The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information.

Principle 4 – Limiting Collection

The collection of personal information shall be limited to that which is necessary for the purposes identified by the MFRC. Information shall be collected by fair and lawful means.

Principle 5 – Limiting Use, Disclosure, and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

Principle 6 – Accuracy

Personal information shall be as accurate, complete, and up-to-date as necessary for the purposes for which it is to be used.

Principle 7 – Safeguards

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

Principle 8 – Openness

MFRC's shall make readily available to individuals specific information about policies and procedures relating to the management of personal information.

Principle 9 – Individual Access

Upon request, a member/family, MFRC staff or third party shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Principle 10 – Challenging Compliance

A member/family, MFRC staff or third party shall be able to address a challenge concerning compliance with the above principles to the Director of an MFRC who is accountable for the MFRC's compliance.