



## **PRIVACY POLICY**

### **Terms**

“ACS” refers to the Agriculture Council of Saskatchewan Inc. and extends to all of its programs and services, including, but not limited to, CAAP; ACAAFS; BOPI; CARDS; Levy Central (the “Programs and Services”)

### **Our Commitment to Privacy and Confidentiality**

ACS is committed to the protection of your privacy and confidentiality. This Policy sets out how we may collect, use and disclose your personal information. Certain programs and services may require additional or different responsibilities, which will be subject to separate arrangements between yourself and ACS.

### **Accountability**

ACS stores and maintains personal information in compliance with the requirements of Canadian and Saskatchewan law. To ensure our accountability, we have developed this Policy and trained our staff to permit them to implement and observe this and other policies and practices. This Policy may be modified from time to time. The most current version is available from our privacy officer noted below, or at [www.agcouncil.ca](http://www.agcouncil.ca).

### **Purposes**

Personal information is collected and used by ACS for the purpose of processing applications for Programs [or Programs and Services] offered by ACS, for assessing and updating credit worthiness, marketing existing and future Programs [or Programs and Services], and regular newsletters. On occasion, correspondence from ACS may include materials from third parties. ACS, however, does not release personal information to any third party to enable them to market their products and services.

### **Consent**

In most cases, ACS will ask you to specifically consent to the collection, use or disclosure of your personal information. ACS may obtain consent in writing, but sometimes your consent may be implied or obvious by the very nature of the business transacted or service provided.

You may decline to consent, or revoke consent, to the collection and use of personal information for all or any these purposes by providing us with written instructions. Failing to provide information, however, may affect the services or assessments we can perform on your behalf. As well, we may be governed by certain legislation that requires us to hold information already gathered.

## **Use, Disclosure and Retention of Personal Information**

Personal information will not be used by ACS for purposes other than as disclosed to you in writing or in this Privacy Policy.

ACS is entitled to share personal information:

- a) with Agriculture and Agri-Food Canada (AAFC) and other federal departments, Saskatchewan Ministry of Agriculture (SMA) and other provincial departments, along with other Canadian Adaptation Councils and their representatives for the purpose of assessing an application to ACS;
- b) to combat fraud where permitted or required by any law of Saskatchewan or Canada;
- c) at the lawful request of government regulators; or
- d) to third parties where necessary to provide Programs and Services to you.

## **Safeguards**

ACS takes precautions to ensure that your personal information is kept safe from loss, unauthorized access, use, modification or disclosure. ACS premises are secured with restricted access. Technological safeguards such as firewalls and security passwords are in place to aid in preventing any unauthorized access. Confidentiality agreements are in place with any third parties who may be permitted to access information under this Policy.

## **Access**

You may request access or request ACS to correct personal information in its possession. ACS will endeavor to provide you with access; in certain circumstances, however, it may not be possible.

Exceptions may include, but are not limited to:

- a) information that has been destroyed;
- b) information that contains personal information about a third party; or
- c) for legal or security reasons which relate to the enforcement of any law of Saskatchewan or Canada.

In such cases, we will do our best to work with you towards a mutually satisfactory solution.

## **Requests for Access or Complaints**

If you have any questions or complaints or wish to access your personal information, please write to our Privacy Officer at:

Agriculture Council of Saskatchewan Inc. (ACS)  
P.O. Box 21038  
Saskatoon SK S7N 3R3  
Attention: Laura Mychan, Privacy Officer (306) 975-6831

If you are not satisfied with our response, the Privacy Commissioner of Canada can be reached at 112 Kent Street, Ottawa, Ontario K1A 1H3, Toll Free: 1-800-282-1376.

May 2011