



Policy Name:	Privacy Policy
Date of Approval:	March 2018
Review Date:	December 2024
Review Responsibility:	Governance Committee
Amendment Dates:	December 6, 2021

Definitions:

Municipal Retirees Organization Ontario is abbreviated to MROO - "we" or "us" in this policy refers to MROO.

MROO Member(s) - "you" or "your" in this policy refers to MROO Member/s.

Personal Information - refers to any information about you except your name, business title, business address, business e-mail address, business telephone number or business facsimile number. It does not include your home address and telephone number if these are published in a telephone book or other directory.

Preamble:

The MUNICIPAL RETIREES ORGANIZATION ONTARIO ("MROO") does not sell or distribute your personal information to any person or business, except that from time to time we may retain independent third-party service providers to perform mailings to our members on our behalf and who are contractually bound to maintain the confidentiality of such information.

Your privacy is important to MROO. The purpose of this policy is to tell you what personal information we collect about you, how we use it, whether we disclose it to anybody else, how long we keep it, and how you can request access to your personal information or obtain more information about our privacy policy.

Accountability:

We are responsible for the personal information under our control, and we have designated the Executive Director to function as the "Privacy Officer" and to be responsible for our compliance with this policy and with privacy legislation. If you wish to contact the Privacy Officer, you can do one of the following:

By telephone:	(905) 602-6682 or 1-800-595-4497
By e-mail:	executive-director@mroo.org
By mail:	4094 Tomken Road, Mississauga, ON L4W 1J5

What Personal Information do we collect?

When you become a member of MROO or ask us to assist you in connection with your pension benefits under your retirement plan, we may collect some or all the following personal information:

- your name, address, and telephone number
- e-mail address
- your occupation
- your employer at the time of retirement and retirement date
- your date of birth
- your Social Insurance Number, only if you are receiving Director/Alternate Director/Ambassador per diem fees

The security of your Personal Information is important to us.

Your personal information is used by us only for the purposes identified below and access to your personal information is limited to (i) staff or MROO volunteers who need to have access to it and (ii) third party service providers of the kind described at the beginning of this policy.

How do we use your Personal Information?

Your personal information may be used by us to advise you about the pension benefits to which you are entitled under your pension and benefits plan and the benefits that you have as a member of MROO, including providing updates and information regarding such plans, and other matters that we think will be of interest to you.

Sometimes we must share your Personal Information with others.

We do not sell your personal information to third parties. We may disclose your personal information where we are required by law to do so.

How long do we keep your Personal Information?

We retain your personal information for as long as you remain a member of MROO and for a period of one year thereafter. If there are legal requirements relating to the period which we must retain your personal information, we comply with those requirements.

What can you do if you want to limit the use to which we put your Personal Information?

Most of the personal information which we collect is necessary for us to provide you with information related to your membership in MROO. If you do not want us to use or disclose your personal information in a particular way, please contact the Privacy Officer named above and we will be pleased to discuss with you how we can limit collection, use or disclosure of your personal information