

ONTARIO ASSOCIATION ON DEVELOPMENTAL DISABILITIES  
FINANCIAL POLICY



POLICY: <b>PRIVACY</b>	SECTION NO: 02
EFFECTIVE DATE: 6-Nov-17     APPROVED BY: Board of Directors	POLICY NO: 03
REVISION DATE:                     APPROVED BY:	PAGE NO: 1

**POLICY:**

The OADD values the privacy of its members and affiliates; confidential information is not maintained or shared with other parties.

**PROCEDURE:**

1. Contact information is maintained for:
  - a) Current OADD members
  - b) Current OADD volunteers (committees and Board)
  - c) Past OADD members (for a period of 5 years or until the provided information is no longer valid)
  - d) Past conference/event participants (until the provided information is no longer valid)
  - e) General contact (by subscriber request only)
2. Any agency/individual on a contact list may request removal from the list at any time
3. General contact with members and affiliates will be made for OADD business only. This includes but is not limited to: membership renewal, coming events, new publications and items of general interest to people working in the field of developmental disabilities.
4. Member and affiliate contact information is not shared with outside parties except with the express permission of the member/affiliate.