

POLICY STATEMENT #4 – PRIVACY

Ottawa Carleton Standard Condominium Corporation No. 718 (“OCSCC No. 718”) recognizes the requirement to protect the privacy of the unit owners and as such hereby assigns the Secretary of the Board to act as Privacy Officer for the Corporation. Subject to the disclosure requirements of Section 55[“Records”] of the *Condominium Act 1998*, [the “Act”], under the direction of its Privacy Officer, OCSCC No. 718 shall:

1. Collect personal information [“PI”] from unit owners only as is necessary to manage the affairs of the condominium Corporation;
2. Use the PI that is collected only in managing the affairs of the condominium Corporation;
3. Not disclose the PI of any unit owner that is collected except in accordance with Section 55 of the Act or as may be required by any Court, Arbitrator or Administrative Tribunal or as may be consented to by the unit owner involved.

All PI that is already made public through telephone or other public directories shall not be part of this *Privacy Policy* as it is already part of the “public domain”. The consent that is given by a unit owner in regard to any PI shall be sufficient to make such thereafter part of the public domain.