



**META CENTRE
PRIVACY PRINCIPLES**

META will adhere to the following principles when collecting and using any personal information.

Principle 1 – Accountability

Meta is responsible for all personal information under its control and for maintaining compliance with these principles.

Principle 2 – Identifying the Purposes for Collecting Personal Information

The purpose for which personal information is collected will be identified and documented by Meta at or before the time the information is collected. Should this use change from that indicated at the time the information was collected, you will be notified.

Principle 3 – Consent

An individual's knowledge and consent (express or implied) are required for the collection, use or disclosure of personal information by Meta, except as otherwise required or permitted by law. Consent can be withdrawn at any time.

Principle 4- Limits to the Collection of Personal Information

Meta will limit the amount and type of personal information collected to that which is necessary for its purposes. Personal information will be collected by fair and lawful means.

Principle 5 – Limits to the Use, Disclosure and Retention of Personal Information

Meta will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required or permitted by law. Personal information will be retained only as long as necessary for the fulfillment of those purposes, except as otherwise required by law.

Principle 6 – Accuracy

Meta will keep personal information as accurate, complete, and up-to-date as necessary for its purposes.

Principle 7 – Safety and Security

Meta will protect personal information with safeguards appropriate to the sensitivity of the information.

Principle 8 – Openness

Meta will be open about its policies and procedures regarding management of personal information and will ensure that individuals are reasonably able to acquire information about its policies and procedures in a form that is generally understandable.



Principle 9 – Individual Access

Upon written request, Meta will inform an individual of the existence, use and disclosure of his or her personal information and will provide access to that information, except where the law requires or permits it to deny access.

Principle 10-Handling Inquires and Challenges

Inquiries or challenges concerning compliance with these Principles must be in written form and addressed to:

Privacy officer
Meta Centre
401 Champagne Dr
North York, ON
M3J 2C6

Privacyofficer@metacentre.ca