

Irish Canadian Immigration Centre PRIVACY POLICY

The Irish Canadian Immigration Centre (the “Centre”) recognizes the importance of privacy and is committed to maintaining the accuracy, confidentiality and security of our clients’ personal information. This privacy policy describes the personal information that the organization collects, how we manage that information, and the circumstances under which we may disclose that information.

Should you have any questions in regards to this policy, or any changes that may occur, please call 416-603-9549.

What is personal information?

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as:

- age, name, ID numbers, income, ethnic origin, or blood type;
- opinions, evaluations, comments, social status, or disciplinary actions; and
- employee files, credit records, loan records, medical records, health information, the existence of a dispute between a consumer and a merchant, intentions (for example, to acquire goods or services, or change jobs.)

What information does our organization collect?

The Centre only collects personally identifying information (name, email, phone number, address) about clients and volunteers, but may collect other personal information in the course of its relationship with clients. We collect this information to establish, maintain and manage our relationship with you.

From time to time we may request your IRCC Client ID Number and/or your date and place of birth, in order to ask an MP’s office to liaise with IRCC on your behalf. We are not responsible for the MP’s, privacy policies. We may also require the above information if you are asking us to witness a passport application. We may also require the above information if we are calling the Embassy of Ireland on your behalf to report a lost passport. We are not responsible for the Embassy of Ireland’s privacy policies. With your permission, we may share the above with an immigration lawyer or consultant with whom we are liaising on your behalf. We are not responsible for the privacy policies of either.

Further, we may ask for your status in Canada, your job title, your wages, and your duties in order to assist you with a work-related complaint or with your permanent residency options.

Your provision of personal information to the organization means that you agree and consent that we may collect, use and disclose your personal information in accordance with this privacy policy. If you do not agree with these terms, please do not provide any personal information to the organization. Failure to provide your personal information to the organization may prevent us from offering you the services and/or programs you have requested. We will discuss the impacts of withdrawal of consent with you at that time.

The information the organization collects is the what is reasonably necessary to establish and maintain our relationship with you.

How does the organization use your personal information?

The organization uses your personal information to answer your queries, provide you with our services and to keep you informed about our activities.

We may use information that doesn't personally identify you in the following ways:

- to assist in the development of new programs, events, and services
- for internal research purposes

When does the organization disclose your information?

The Centre shares your personal information with employees, independent contractors and/or volunteers who require such information for us to establish, manage and maintain our relationship with you. Your personal information may also be shared with MPs, immigration lawyers/consultants, the Embassy of Ireland, or whomever else we believe is reasonably necessary for the purpose of our relationship).

Accuracy of Information

The Centre aims to ensure that any personal information provided to third parties is in accordance with the information you have provided to us.

Safeguarding your personal information

The Centre takes reasonable measures to ensure that personal information is kept safe from loss or theft, unauthorized access, use, copying, disclosure or modification.

Retention of personal information

The Centre keeps personal information only as long as it is required for the reasons it was collected. The length of time we retain information varies, depending on the program, service or event and the nature of the information. The retention period may extend beyond your relationship with us. When your personal information is no longer required for the Centre's purposes, the information is either physically destroyed or deleted.

Links to other websites from Irishcdn.org

The Centre provides links to other websites which the organization believes may be of interest to you. Please be aware that the Centre is not responsible for the privacy practices of other websites. We encourage you to read the privacy statements of each and every website that requests personal information from you.

Inquiries and requests for access

If you have any questions about this privacy policy, or would like to access your personal information, please contact our organization. Please note that as we cannot guarantee the security of internet mail.

Executive Director
Irish Canadian Immigration Centre
44 Victoria Street
Suite 1620
M5C 1Y2
Telephone: (416) 603 9549
E-mail: cmurphy@irishcdn.org