



Historical Project

Privacy Warning
On the
Release of Personal Information



CONTENTS	PAGE
1. Summary.....	1
Summary Continued	2
2. Basic & Universal Privacy Principles.....	2
2.1 Accountability	
2.2 Identifying Purposes	
3. Consent.....	3
3.1 Limiting Collection	
3.2 Limiting Use, Disclosure and Retention	
4. Accuracy.....	3
4.1 Safeguards	
4.2 Openness	
4.3 Individual Access	
5. Challenging Compliance	4
6. Who will have access to the collected information ?	4
7. Security.....	5
7.1 Physical Safeguards	
7.2 Administrative Safeguards	
7.3 Technical Safeguards	
8. The Kiosk.....	5
8.1 Family History Questionnaire	
8.2 Who Will View the Collected Information on the Kiosk?	
8.3 What We Will Not Release.....	6
8.4 What We Will Not Ask	
8.5 When Will Your Information Be Shared? (Special Circumstances)	
9. Additional Consent.....	7
10. How We Will Preserve the Information Gathered.....	7
11. How Personal Information can be Removed by the Participant.....	7
12. Updates and Changes.....	7



SUMMARY

Your privacy is our priority. Although there is no federal or provincial statutory law that regulates the genealogical information that we will compile with this project, Temagami First Nation recognizes that the privacy of all individual members/citizens are important, and that you should make all decisions about your private information with all necessary information.

Personal, identifiable information is any data that could potentially identify a specific individual, or that can be used to distinguish one person from another. Information is still “personal information” even if it is publicly available. You have the right to know and to consent to every collection, use and disclosure of your information.

This Privacy Warning on the Release of Personal Information describes our practices for gathering, storing and processing your personal information and the controls we provide you to manage it within our services. The information that we collect, and the collection process is very straightforward. Our primary purpose in collecting personal information is for use in the “Historical Project”. The “Historical Project Researchers” will gather certain information from individual Temagami First Nation members and Teme-Augama Anishinaabe citizens, with their consent, and create a database. The database will be uploaded onto a “kiosk” and will allow the public to view the lineage of the members/citizens of N’dakimenan creating a family tree. This kiosk will only disclose the information with the consent of participants, and specifically, information that is disclosed in a questionnaire completed by participants for this Historical Project.

The Historical Project Researchers who are contracted through Temagami First Nation have executed Confidentiality Agreements and agreements regarding ownership in data and in intellectual property. The Historical Project Researchers require some personal information to perform this specific project and are granted access to it. This is a project of the Temagami First Nation, and the TFN will maintain responsibility for the secure storage of the participant’s personal information files and they will only be accessed if necessary, by staff delegated by Temagami First Nation’s Executive Director should updating or corrections be warranted.

The Historical Project Researchers will explain to you the purpose for which they are collecting your information at the time they collect it or before. Third-party information will be verified and consented to prior to its use or disclosure.

Consent must be meaningful; therefore, we will make every reasonable effort to ensure you understand what we are seeking about you, and what we plan to do with the information.

You will have the right to access and correct any personal information provided to the Historical Project Researchers. You also have the right to withdraw your consent and your answers to the questionnaire and you can request that your personal information be removed from the kiosk, at anytime with reasonable notice. Your personal information will only be used for the purpose for which it has been collected.



The Historical Project Researchers contracted to complete this Historical Project for Temagami First Nation are committed to keeping all the information together in a secure location. It will be handled in a responsible manner, and securing it with administrative, technical and physical safeguards. Ultimately, Temagami First Nation believes that having this policy in place within the community increases the members/citizens confidence regarding the proper and safe treatment of your personal information.

In order to participate in this Historical Project, you will have to sign the attached Consent Form and agree to this Privacy Warning on the Release of Personal Information. By voluntarily signing and providing us your personal information by answering the questionnaire you are letting us know that you have read and/or understood what we require to complete this Historical Project and that the information you have provided, as well as links to other participants to the project that may exist, will be made available to the general public at the Kiosk.

2. BASIC & UNIVERSAL PRIVACY PRINCIPLES

Temagami First Nation has incorporated all the basic (and universal) privacy principles with respect to this Historical Project: Discovering and Preserving the History of Our Ancestors for Future Generations.

2.1 Accountability - Temagami First Nation is legally responsible for the collection and use of the information gathered for this Historical Project and otherwise under its control. The Historical Project Researchers hired by the Temagami First Nation to work on this Historical Project are acting on behalf of the First Nation, and they will act in compliance with this policy and will be held accountable if they do not.

2.2 Identifying Purposes - The Historical Project will gather some personal information to create a lineage database and then make it available for viewing only by the general public. Historical Project Researchers have been hired to collect the personal information on behalf of Temagami First Nation.

Specifically, the Historical Project Researchers intend to gather the names, dates of birth and dates of passing and burial location (if applicable), of all Temagami First Nation members and Teme-Augama Anishinaabe citizens. Please note persons under the age of 18 will be identified as a “child” on the kiosk unless or until they reach the age of consent to participate in the project as well.

Any information obtained about other living family members who have not yet signed a consent form (i.e.: parents, siblings, children, and extended family) will be with held and kept confidentially unless, or

until, they consent to its release. These third parties will be contacted by the Historical Project Researchers and we will seek their informed consent to participate in this project prior to our use and disclosure of their information. They will be provided this Privacy Warning and a Consent Form to sign if they wish. Their connections with others on the data base and their personal information will only be included if they sign Consent Form.



3. CONSENT

The Historical Project Researchers will secure informed consent from all participants prior to the collection, use, or disclosure of anyone's personal information. The Consent Form will confirm each participant's the right to withdraw consent, and withdraw their personal information from the database, at any time.

3.1 Limiting Collection - The Historical Researchers collection of personal information is limited to what is needed for the purposes identified herein. All information will be collected by fair and lawful means.

3.2 Limiting Use, Disclosure and Retention - Unless the individual provides an additional consent, or it is required by law, personal information given to the First Nation for the Historical Project will only be used for the purposes for which it was collected. The personal information will be stored at the Temagami First Nation Historical Project Office as required to serve the purposes of the Historical Project and for future generations. All previous consents to release personal information with other Temagami First Nation projects do not include a consent to use that data in this Historical Project and did not include a consent to release that information to the public. Therefore, the Historical Project Researchers will not use other Temagami First Nation projects to gather information.

4. ACCURACY

All personal information gathered must be accurate, complete, and up to date as possible in order to properly satisfy the purposes of this Historical Project.

4.1 Safeguards - The Historical Project Researchers will ensure that original hard copies of the personal information will be returned to the participant after all copies are digitized/scanned to a PDF file (i.e.: pictures and written documentation). All gathered information including the questionnaire, signed Consent Forms and a signed Privacy Warning on the Release of Personal Information will be protected by appropriate security measures. (fireproof, locked filing cabinets) and stored at the Temagami First Nation Historical Project Office.

4.2 Openness - Temagami First Nation will ensure that detailed information about its policies and practices relating to the management of personal information and relevant to this Historical Project are publicly and readily available.

4.3 Individual Access - Upon request, the Historical Project Researchers will inform the participant of the existence, use, and disclosure of their personal information and he/she will be granted access to the information. A participant shall be able to advise the Historical Project Researchers to make amendments to ensure the accuracy and completeness of their personal information as appropriate and amend personal information from the files and kiosk at any time.



5. CHALLENGING COMPLIANCE

A participant shall be able to challenge Temagami First Nation's compliance with the above principles. Temagami First Nation shall follow procedures in place to receive and respond to complaints or inquiries about their policies and practices relating to the handling of personal information. The complaint should be addressed to the Historical Project Researchers and the Executive Director of Temagami First Nation in reference to the organization's compliance principles as stated in this Privacy Warning on the Release of Personal Information.

The participant will be required to provide enough information to permit Temagami First Nation and the Historical Project Researchers to provide an account of the existence, use, and disclosure of personal information. Temagami First Nation shall respond to an individual's request within a reasonable time and at no cost to the individual. The requested information shall be provided or made available in a form that is generally understandable.

When an individual successfully demonstrates inaccuracy or incompleteness of their personal information, the Historical Project Researchers shall amend the information as required. Depending upon the nature of the information challenged, amendment may involve the correction, deletion, or addition of information.

When a complaint is not resolved to the satisfaction of the individual, the substance of the unresolved issue shall be recorded by Temagami First Nation and the Historical Project Researchers. If necessary, the existence of the unresolved issue shall be referred to a third party

to assist with the matter at hand. Individuals are always able to withdraw their consent and have their personal information removed/deleted from the files and kiosk.

All complaints and inquiries in reference to this Privacy Warning on the Release of Information shall be investigated by Temagami First Nation and the Historical Project Researchers. If a complaint is found to be justified, Temagami First Nation shall take appropriate measures, including, amending its policies and practices.

6. WHO WILL HAVE ACCESS TO THE COLLECTED INFORMATION?

- Historical Project Researchers who are contracted with Temagami First Nation
- Temagami First Nation Executive Director
- Temagami First Nation Chief and Council
- TFN members and TAA citizens shall have access to their own information at any time



7. SECURITY

This Historical Project maintains security measures designed to protect your Personal Information by using administrative, physical, and technical safeguards. Security measures for the personal information gathered will be in place to protect against inappropriate access, loss, misuse or alteration of your Personal Information. All original hard copies of personal information (pictures, written documentation) will be returned to the participant after all copies are digitized/scanned to a PDF file. This will then be safely stored and locked up in fireproof filing cabinets. While we cannot guarantee that loss, misuse, or alteration of your Personal Information will occur, however all reasonable efforts will be taken to prevent this, and we will notify you if we have any reason to believe any of these things occurred.

The Historical Project Researchers will regularly review the security and privacy practices and will enhance them if necessary to ensure the integrity of this Historical Project and your Personal Information.

7.1 Physical Safeguards - are measures that secure the location of all hard copies of personal information from unauthorized personnel. Examples of physical safeguards include locked fire proof filing cabinets, secluded interview rooms, private offices, storing information away from public.

7.2 Administrative Safeguards - are measures that protect the privacy of participant's information by clearly defining who does and who does not have access to the participant's information, and in what ways. The two Historical Project Researchers, both of whom are legally bound by the confidentiality requirements, will have access to the participant's data as well as staff delegated by the Temagami First Nation Executive Director.

7.3 Technical Safeguards - are technological measures that protect the privacy of participants. These include the use of computer passwords, firewalls, anti-virus software, encryption and other measures that protect data from unauthorized individuals, loss, theft or modification.

8. THE KIOSK

8.1 Family History Questionnaire

The personal information that will be requested on the questionnaire for the use of this Historical Project is completely voluntary. We will gather, process, and disclose on the kiosk for public viewing and all personal information will be safely stored by Temagami First Nation Administration Office. It will include the history of your ancestors and descendants, names, dates of birth, and if applicable, dates of passing and burial location. The following information will be collected by the Historical Project Researchers, and this information will be uploaded on the Kiosk for public viewing only upon completion of the Historical Project.

8.2 Who will view the collected information on the kiosk?

Temagami First Nation Members and Teme-Augama Anishinaabe Citizens as well as any Community members who resides on Bear Island and members of the general public who attends the Kiosk.



8.3 What we will not release

Although we will have access to your contact information in our records the information such as your home address, phone number and Email address will not be on the kiosk.

8.4 What we will not ask you

The following will not be asked of you

- Source of Income, purchases, spending habits, banking information, credit/debit card
- Data, loan or credit reports, tax returns
- Medical records, blood type, DNA, fingerprints, Religion
- Any identifying numbers, e.g. your Status Card numbers, your SIN number, Driver's License number
- Criminal background information
- Personal or political opinions or views about another person or group
- Private or confidential correspondence

8.5 When will your information be shared

Your information will only be shared with the following parties and under these circumstances.

-The Historical Project Researchers and the Temagami First Nation Executive Director and staff delegated by the Executive Director will have access to the information gathered on the questionnaires, however, they are subject to the contractual obligation governing this information and confidentiality is consistent with this Privacy Warning on the Release of Personal Information.

We may share your Personal Information if we believe it is reasonably necessary to comply with a valid legal process e.g. subpoenas, warrants.

If we are compelled to disclose your Personal Information to law enforcement, we will do our best to provide you in advance notice, unless we are prohibited under the law from doing so.

We will make every effort to protect the security and integrity of this Historical Project.

We will make every effort to protect the rights, property, or safety of the Historical Project, Researchers and users.

All other information voluntarily provided, and information gathered from genealogy websites such as census information, death certificates, military documents, may be disclosed in other labelled categories on the home page of the kiosk accordingly, i.e.: Our Athletes, Our Veterans, Our Chiefs, and Our Stories.



9. ADDITIONAL CONSENT

We will seek your additional consent prior to using your personal information in any other way. If this Historical Project is acquired or transferred to another contractor/researcher, we will share your Personal Information with the receiving party, but only if the receiving party agrees that the promises in this Privacy Warning and the Consent Agreements will continue to apply to your personal information after the transfer.

You will have the ability to update your personal information such as your address, phone number, spouse/partners, births, deaths and other information you voluntarily want to share. We will not use your name, or any other personal information, for advertising or commercial purposes.

10. HOW WE WILL PRESERVE THE INFORMATION GATHERED

We are essentially taking on the notion that the personal voyage of self-discovery is not a one-time event and continues over a lengthy period, possible lifetimes. Additionally, the ongoing enhancement of this Historical Project will provide benefits and insights to those doing the research and to those who will access the Kiosk. As a result, the Historical Project's preservation practices will continue by retaining up to date records (information) in the files. In other words, due to the multi-generational significance of this Historical Project, we do not see this project ever ending. We plan to keep and maintain the information provided to us permanently for future generations, or until the participant's consent is withdrawn.

11. HOW PERSONAL INFORMATION CAN BE REMOVED BY THE PARTICIPANT

You can update, remove or amend all your Personal Information. This will be completed almost immediately. Please note during the time your personal information is on the Kiosk, it will be viewable by the general public. If anyone accesses your personal information through the Kiosk, they may take that information with them, and there is no way to retrieve that information or prevent them from using that information afterward.

12. UPDATES AND CHANGES

We may modify this Privacy Warning at any time, but we will provide you with advance notice of any changes by posting a notice, through mail out, and/or sending an email, to provide you with the opportunity to review the changes and to choose whether or not you wish to continue with the services provided by the Historical Project Researchers and Temagami First Nation and/or Teme-Augama Anishinaabe.