Powell River Action Centre Society – Food Bank
Client Service and Care
Policy - 2024

Records on Informed Consent

1. Your information will be used only by authorized people for authorized purposes.
    a. These purposes are related to:
        1. providing and improving services
        2. record management
        3. research
        4. advocacy

    Authorized people are the staff of the Powell River Action Centre Society Food Bank.

2. Any information that could identify you personally such as your name, address, or contact information will never be shared publicly.

    This information is for internal record management only.

3. If there is any information you don't feel comfortable providing, then you don't have to.

    You will not be denied support based on your decision to not provide information. We do want you to know that your information is turned in to statistical numbers and the more accurate numbers we have helps us to improve services.

4. We will not gather information on anyone else living in your home over the age of 18 unless you have their written consent to provide that information.

5. Your information will be entered into the Link2Feed database.

    Access to your information in Link2Feed is password protected and restricted to authorized Link2Feed users only.

6. Some of your information such as gender, age, and racial identity will be included in data that is shared with Food Banks Canada.

    Any information that could identify you personally will not be shared.

7. You may review, correct, and update your personal information.
    a. From time-to-time Powell River Action Centre Society Food Bank employees may ask if your information is correct and up to date
    b. If you no longer require our services, your information will be stored for up to 5 years. At any time you may request that your information be removed from the data base.

Informed Consent Statement

I agree to have personal information recorded, stored, and accessed by this organization.

I understand that the information I provide will be entered and stored in the Link2Feed database.

I understand who might access to my personal information and that it will be shared with Food Banks Canada for authorized purposes.

I understand that I can have any of my personal information reviewed, corrected, updated, or removed.

I have a right to request more information about how my personal information is protected and how it is used.

I acknowledge that I will not provide personal information about anyone in my household who is over 18 years of age unless I have their written consent. Initial: _____