

The staff who work on the IN COMMON story sharing project agree to respect your right to privacy.

Some stories will involve other people, so the staff will be careful to protect their privacy too.

This paper tells you how we get, use and share personal information about the stories you share.

### **What is personal information?**

Personal information includes things like your:

- name
- address
- phone number
- your story

Why does IN COMMON ask for personal information?

- to contact you about your story
- to invite you to storytelling events
- to share other stories with you

IN COMMON staff will tell you why we need your information. We will not use it for any other reason without asking you.

### **Where does the information come from?**

IN COMMON collects personal information using forms or by talking to people. We collect information from:

- you, your relatives or supporters
- partners of IN COMMON

### **What is consent? Who can give consent?**

Consent means that you agree to let IN COMMON staff collect, use and share your story.

You can give consent in three ways:

- in writing
- by telling one of IN COMMON's staff that you agree
- by attending a public IN COMMON event when we are filming

### **What rights do you have?**

Adults can make decisions about how their information is used and shared.

Sometimes a family member, friend or supporter has the right to help you make decisions about using or sharing your personal information. They may also help you make or share your story in a way that is safe for you, and easy to understand for the general public who will see it on the internet.

If IN COMMON can't help you understand what we are asking, we will look for other people to help us.

You can take back your consent at any time.

Staff at IN COMMON will take your story off of the internet if you ask us to.

We cannot change who has already seen your story if you take back your permission, but taking your story off of the internet will limit who else will see it.

We do not make copies of your information for other people without consent.

We keep personal information safe by using locked cabinets, locked offices and passwords on all computers.

Our staff will follow the laws in Canada that protect a person's private information.

If you have any questions, please contact the IN COMMON staff at 1-855-251-5115