

## Chicken Farmers of Ontario

### Information Disclosure & Privacy Statement

This Information Disclosure and Privacy Statement (ID&PS) affirms Chicken Farmers of Ontario's (CFO) commitment to make information available to its stakeholders as part of its normal business activities.

The objectives of the ID&PS are to:

- (a) Describe the manner in which access to information under the control of CFO may be achieved, subject to the principles that:
  - (i) CFO should demonstrate transparency in the nature and content of information that it will disclose
  - (ii) Information should be available to farmer-members, the Ontario Farm Products Marketing Commission, the public and any other interested stakeholders,
- (b) Protect the privacy of individuals with respect to personal information held by CFO; and
- (c) Ensure CFO adheres to its legal and regulatory requirements.

Under the ID&PS CFO will:

- 1) Make available as a matter of routine and on a timely basis , information which is held by CFO and falls within the classes of information listed below;
- 2) Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by stakeholders and members of the public; and
- 3) Review and update on a regular basis the information CFO makes available under the ID&PS.

#### **Types and classes of information which CFO makes available**

CFO operates under authority of the *Farm Products Marketing Act* to regulate the production and marketing of chicken in Ontario. The general classes of information we provide to our stakeholders can be divided into four categories as follows:

### Who we are and what we do

- CFO Roles and Responsibilities
- Senior Staff/Management and Board Directors with Contact Details
- Key Business Partners
- CFO Contact Details
- CFO Mission and Value Statements
- CFO Member Business Profile
- Annual Production Information and Live Chicken Price Quotes
- Organizational information
- Corporate Governance

### What we spend and how we spend it

- Financial information relating to income and expenditure as reported in CFO's annual audited financial statements

### Our priorities and how we achieve them

- Strategic plans and organizational performance information

### How we make decisions

- Our policies and regulations

It should also be noted that CFO is not subject to Freedom of Information legislation and the types of information which CFO makes available to its public stakeholders will generally not include:

- Information that would violate the ID&PS
- Information, the release of which could be contrary to CFO's commitment to maintain information in confidence
- Information, where disclosure is prohibited by law, or is otherwise properly considered to be protected from disclosure
- Information in draft form

Information will be provided on the CFO website at [ontariochicken.ca](http://ontariochicken.ca). Where it is impractical to make information available on a website or when an individual does not wish to retrieve the information from the website, CFO will indicate how information can be obtained by other means and make reasonable efforts to provide it by those means.

While English is the primary language of all CFO communications, CFO also provides French language translations for all key publications such as its Annual Performance Reports and new policy announcements.

#### Written requests for information not noted in the ID&PS

Information held by CFO that is not noted under the ID&PS should be requested in writing by contacting:

**Chicken Farmers of Ontario**  
P.O. Box 5035,  
3320 South Service Road,  
Burlington, Ontario, L7R 3Y8  
Email: [info@ontariochicken.ca](mailto:info@ontariochicken.ca)  
Fax: 905-637-3464

The following lists the Information which is available from Chicken Farmers of Ontario:

#### CLASS OF INFORMATION: Who we are and what we do

<b>CFO Roles and Responsibilities</b>	
<b>Description</b>	CFO's statutory purpose and functions
<b>Location of Information</b>	This information can be found on the CFO website in the 'About CFO' and 'Governance' sections as well as in CFO's Annual Performance Report. This information is available on CFO's website at <a href="http://www.ontariochicken.ca">www.ontariochicken.ca</a>

<b>Senior Staff/Management and Board Directors</b>	
<b>Description</b>	List and contact information of CFO Board Directors, Senior Leadership Team members and other staff members
<b>Location of Information</b>	This information is available on the CFO website in the "Governance" and "CFO Staff" sections. Board Director information is also available in the CFO Annual Performance Report.

### Key Business Partners of CFO

<b>Description</b>	List of the strategic business partners that routinely engage in counseling and advising CFO on its activities. This list includes CFO's Legal counsel, Auditors, and Public Affairs Advisory services.
<b>Location of Information</b>	This information is listed in CFO's Annual Performance Report which can be found in the 'Publications' section of the CFO website <a href="http://www.ontariochicken.ca">www.ontariochicken.ca</a> .

### Contact Details for CFO

<b>Description</b>	Office address and contact details
<b>Location of Information</b>	This information is listed in the 'About CFO' and "Contacts" section of the CFO website <a href="http://www.ontariochicken.ca">www.ontariochicken.ca</a> .

### CFO Mission and Values Statement

<b>Description</b>	The Mission and Value statements which guide the activities of the CFO Board and Staff
<b>Location of Information</b>	The Mission and Value Statements are found in the Annual Performance Reports listed in the 'Publications' section of the CFO website <a href="http://www.ontariochicken.ca">www.ontariochicken.ca</a> .

### CFO Member Business Profile

<b>Description</b>	List of Quota distribution by County and by Board Administrative District
<b>Location of Information</b>	The Quota Business profile by County and Administrative District are listed in the CFO Annual Performance Reports which can be found in the 'Publications' section of the CFO website at <a href="http://www.ontariochicken.ca">www.ontariochicken.ca</a> .

### Licensed Quota Holders In Ontario

<b>Description</b>	The number of Ontario farmers holding chicken production quota units listed by year and by county
<b>Location of Information</b>	This information is listed in the Annual Performance Report which can be found in the "Publications" section of the CFO website.

<b>Annual Chicken Production Numbers</b>	
<b>Description</b>	Total annual production of chicken in Ontario by CFO farmer quota holders
<b>Location of Information</b>	This information is listed in the CFO Annual Performance Report which can be found in the ‘Publications’ section of the CFO website.

<b>Live Price of Chicken by Quota Period and Year</b>	
<b>Description</b>	Average price per kilo of chicken listed by year and by quota period
<b>Location of Information</b>	The live price for chicken is listed in the Annual Performance Report listed in the ‘Publications’ and ‘Farmer Resources’ sections of the CFO website.

<b>CFO Publications</b>	
<b>Description</b>	A list of CFO publications, including Annual Performance Reports, Newsletters, Strategic Plans and Special Reports
<b>Location of Information</b>	The publications available through the Board are listed on the CFO website in the ‘Publications’ section.

**CLASS OF INFORMATION: What we spend and how we spend it**

<b>Financial Information</b>	
<b>Description</b>	Audited Financial Statements
<b>Location of Information</b>	This information can be found in the CFO Annual Performance Report which can be found in the ‘publications’ section of the CFO website.

**CLASS OF INFORMATION: Our priorities and how we achieve them**

<b>Strategic Plans</b>	
<b>Description</b>	CFO strategic plans
<b>Location of Information</b>	The CFO Strategic plan is available online in the ‘Publications’ section of the CFO website <a href="http://www.ontariochicken.ca">www.ontariochicken.ca</a> . The CFO annual plan is published in the Annual Performance Report which is available on the CFO website in the ‘Publications’ section.

<b>Annual Performance Report</b>	
<b>Description</b>	The CFO Annual Performance Report is published in March of each year.
<b>Location of Information</b>	The Annual Performance Report is available in hard copy by contacting CFO directly or online in the “Publications” section of the CFO website.

### **CLASS OF INFORMATION: How we make decisions**

<b>Policies And Regulations</b>	
<b>Description</b>	The Regulatory Rules and Procedures which govern the activities of CFO
<b>Location of Information</b>	The policies under which CFO operates are available on the CFO website in the ‘Governance’ and “Farmer Resources” sections.

### **Spokesperson Policy**

In order to minimize the risk of selective disclosure and to ensure a clear message is delivered to all stakeholders, CFO has designated a limited group of persons who are entitled to speak to the media and other non-farmer member stakeholders when material or policy information is disclosed. The Chair of the Board and the President and CEO are the chief spokespersons for CFO. These spokespersons may designate other directors, officers, or employees to speak on behalf of CFO with regard to specific inquiries as appropriate.

### **Regulatory requirements to disclose financial information**

Regulation 400 and 421 of the *Farm Products Marketing Act* requires financial disclosure within four months after the fiscal year end, and to provide farmers with a copy of CFO’s audited financial statements. CFO will also provide to the Ontario Farm Products Marketing Commission a true copy of the signed audited financial statements no later than 10 days after receipt.

## Communications and Forward Looking Statements

All communications reflect on CFO's regulatory role, image and business. CFO will strive to provide relevant, honest, accurate and timely information to stakeholders about its performance and to make clear disclosures in all public reports.

- CFO is committed to communicating openly about its operations without compromising regulatory, proprietary and confidential information.

### Forward Looking Statements

- CFO presentations may contain certain forward-looking statements
- These forward-looking statements speak to conditions only as of the date on which these statements are made
- CFO cautions stakeholders not to place undue reliance on any forward-looking statements as a number of factors could cause actual future results, conditions, actions or events to differ materially from the targets, expectations, estimates or intentions expressed in the forward-looking statements

## CFO Personal Privacy Statement

### PRIVACY STATEMENT

#### Privacy Commitment

The Board has a longstanding policy on the confidentiality of personal information and is committed to protecting the personal privacy of all those with whom it has dealings. The Board keeps all information respecting individuals dealing with the Board in strict confidence. No individual personal information is sold by the Board. The Board has procedures to enable individuals to control how the Board obtains, uses and gives out personal information, to review that information and to correct any errors that may exist. The Board's procedures and systems are designed to protect such information from error, loss and unauthorized access. The Board keeps such information only as long as it is needed. The Board continually monitors its compliance with applicable privacy legislation. The Board respects peoples' privacy when it carries out its roles and responsibilities. These obligations apply to all Board Directors, staff, consultants and agents and contractors who provide services to or on behalf of the Board.

The Board may also use such information to assist other regulatory agencies in undertaking their responsibility on bio-security and food safety issues.

### **Regulatory Duties**

As a local board constituted under the *Farm Products Marketing Act*, the Board, through regulation, has information filing requirements. The Board collects, uses, discloses and retains this information in order to regulate the production and marketing of the chicken in accordance with its regulations, policies, orders, directions and decisions. The Board may collect such information directly from producers or from others involved in the production and marketing of chicken.

In carrying out these regulatory functions, the Board, as a not-for-profit body representing chicken producers, is not engaged in commercial activity. Information arising from the Board's exercise of these regulatory authorities is not believed to be subject to the *Personal Information Protection and Electronic Documents Act (PIPEDA)*. In those limited circumstances where the Board may be engaged in commercial activity, it would be subject to *PIPEDA* and all of that *Act's* provisions apply with respect to personal information collected, used, disclosed or retained as part of that commercial activity.

### **Consent Requirement**

The Board obtains the parties' express or implied consent before obtaining or using personal information about that person or disclosing that information to anyone in the course of commercial activities. Regulatory requirements as well as biosecurity and food safety concerns are excepted from the consent requirement. Participation in certain Board programs will constitute consent to the obtaining, use and disclosure of personal information. Details will be set out in program information packages.

Persons not wishing to provide their consent may decline to participate or may notify the Board and their wishes will be respected. In some cases, participation may not be possible where the necessary personal information is not made available.

### **Limited Disclosure**

There are circumstances, including, but not limited to, those relating to the control or eradication of a suspected or confirmed outbreak of an Infectious Poultry Disease, where use and disclosure of personal information may be justified or permitted under a legal duty or right and the Board may use and disclose such information without the party's consent. In such cases where the Board is of the opinion that it is appropriate or necessary to use or disclose such information, the use and disclosure will be limited so that only that information which is required is used or disclosed.

## **Producer Information**

As a general rule, all producer information is held in strict confidence and, except in very limited circumstances, is not revealed to anyone unless expressly or implicitly authorized by the producer. The Board guards its producer mailing list from unauthorized use and disclosure. Where disclosure is appropriate to address bio-security or food safety concerns, such disclosure will be subject to appropriate safeguards.

In the event of a suspected or confirmed reportable disease outbreak, the provisions of this Privacy Statement will not apply and CFO will disclose such personal information, as required, to other regulatory agencies, including but not limited to the Canadian Food Inspection Agency, in connection with their statutory mandate to assist in an effective response.

## **Privacy Officer**

The Board has appointed a Privacy Officer charged with the responsibility for developing, implementing and administering the ID&PS. As part of this mandate, the Privacy Officer has put in place all of the necessary internal controls and procedures and has trained and supervised Board staff in achieving full compliance with all privacy obligations. The Privacy Officer will receive and follow up on all inquiries. This includes such things as withdrawal of consent, request for disclosure of information on file, corrections to information and termination of consent previously given. All such requests must be in writing and may result in an administrative charge to cover the Board's costs in dealing with the same.

## **CFO Website Privacy Statement**

CFO's Website Privacy Statement applies to personal information submitted to CFO by users of the CFO website. To the extent that a CFO website user submits personal information to the CFO website in the course of conducting regulatory activities, the ID&PS will apply.

The ID&PS consists of five key principles:

### **1) Collecting and Using Information:**

The personal information collected through the CFO website is limited to what is needed for conducting CFO business. If CFO wishes to use personal information for any other purpose, it will obtain consent from the affected party before using the information.

### **2) Releasing Information:**

CFO may provide personal information to other persons, under the following circumstances:

- i) CFO has personal consent;
- ii) the personal information is provided to CFO suppliers or agents who assist in providing service, and have agreed to abide by CFO's Privacy Statement;
- iii) CFO does so for regulatory purposes, such as to assist in an investigation or by a regulatory authority, regulated marketplace, law enforcement agency, biosecurity containment activities; or
- iv) CFO is required to do so by law.

3) Protecting Information:

CFO will protect personal information with appropriate safeguards and security measures. It will retain personal information only for the time required for the purposes for which it was collected. For example, resumes will be kept on file for 6 to 12 months, so that CFO may contact the applicant should a position become available.

4) Providing Information Access and Accuracy:

On request, CFO will provide the applicant a copy of the personal information that they provided, if it has been retained. CFO will make every reasonable effort to keep personal information accurate and up-to-date.

5) Respecting and Responding to Privacy Concerns:

CFO will investigate and respond to concerns about any aspect of the handling of an individual's personal information

## Accountabilities and Responsibilities

The Governance and Human Resources (GHR) Committee, on behalf of the Board, is responsible for ensuring that all disclosure and privacy requirements are met and for overseeing CFO's practices. The Audit Committee will support the GHR Committee and Board in providing oversight for information that is financial in nature.

## Statement Review

The Information Disclosure and Privacy Statement is in effect as of December 17, 2014 and will be reviewed every two years by the Board.