

## **PURPOSE**

Pursuant to the Ontario Wine Appellation Authority Access and Privacy Code set out in the Administrative Agreement between the Ontario Wine Appellation Authority and the Minister of Government and Consumer Services, records and information will be managed to:

- Preserve the integrity, accuracy and security of information created or acquired by the Ontario Wine Appellation Authority, and
- Protect the privacy and other interests of the Ontario Wine Appellation Authority and its member wineries, while providing appropriate public access to information.

## **SCOPE**

This policy applies to the following records created or acquired by the Ontario Wine Appellation Authority:

- Information on corporate and individual members which is submitted during the application and membership renewal process
- Information on each wine that is submitted for approval to use terms regulated by the Ontario Wine Appellation Authority and the results of tests and evaluations related to such approval
- Reasons for refusal of any membership or wine approval application
- Records of any proceedings under the *Vintners Quality Alliance Act, 1999* and regulations and rules made under the Act
- Records of meetings and decisions taken relating to the administration of the Act, regulations and rules made under the Act, and the governance of the Ontario Wine Appellation Authority
- Financial records and other records required to be kept under the *Ontario Not for Profit Corporations Act, 2010*
- Records required to be kept under the Administrative Agreement between the Minister of Government and Consumer Services and the Ontario Wine Appellation Authority.
- All correspondence with members that relates to compliance with the *VQA Act*, regulations and rules, the *Ontario Not for Profit Corporations Act, 2010*, and the Appellation Authority's bylaws and policy

This policy does not apply to:

- Duplicate records kept for convenience of reference or for any other purpose.
- Recorded information deemed by the Ontario Wine Appellation Authority to have no permanent value

## **PRINCIPLES**

Records and information shall be received, documented and stored in a manner appropriate to their importance and confidentiality.

Membership records shall be maintained in such a way as to permit a member reasonable access to their own records and will be made available to the member in a timely fashion upon request.

## **STORAGE**

Records and information shall be stored in a secure manner to prevent unauthorized access, alteration, removal or destruction. Information shall be stored in a reliable format which may include electronic formats. In the case of electronic storage, an effective backup system shall be maintained.

## **RETENTION**

Records will be retained according to the following schedule:

Financial records – 10 years

Corporate filings under the *Ontario Not for Profit Corporations Act, 2010* – indefinite

Applications for membership and membership renewals – 5 years

Applications for wine certification – 5 years

Test results and approval status for wines – 5 years

Documentation and/or evidence relating to refusals and revocations – 10 years

Documentation relating to proceedings under the Act, regulations and rules made under the Act, and appeals – 10 years

Documentation related to statutory appointments – 10 years

Routine correspondence and general information documents – 2 years

All other information will be evaluated by the Ontario Wine Appellation Authority with respect to its archival value.

### **DISPOSAL**

Records will be reviewed by responsible the Ontario Wine Appellation Authority staff at the end of the specified retention period and destroyed if they are assessed to have no further value. Records which are assessed to be relevant to litigation or other issues will be retained until such time as they are no longer relevant in the judgment of a responsible staff member or counsel. Confidential or restricted records will be disposed in a manner which prevents their disclosure.