

Friends of the Provincial Archives of Alberta Society Member Privacy Policy

The Friends of the Provincial Archives of Alberta Society is committed to safeguarding the personal information entrusted to us by our members. We manage your personal information in accordance with Alberta's *Personal Information Protection Act* (PIPA) and other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information.

This policy applies to the Friends of the Provincial Archives of Alberta Society and to any person providing services on our behalf.

A copy of this policy is provided to any member on request.

What is personal information?

Personal information means information about an identifiable individual. This includes an individual's name, address, home and business phone number, e-mail address, etc.

What personal information do we collect?

We only collect the personal information that we need for the following reasons:

- For you to obtain a membership
- To send you meeting and event notices, newsletters, information about our products and services and other Society-related material
- To respond to your inquiries via e-mail or letters
- To occasionally survey our membership regarding the services, programs and experiences you may have had with the Society
- To involve you in various volunteer and fundraising activities sponsored by the Society
- To process your publication order or registration for an event or activity
- To maintain a membership directory
- For you to receive notices about events being held at the Provincial Archives of Alberta.

We normally collect information directly from members. We may collect your information from other persons with your consent or as authorized by law.

We inform our members, before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time we don't provide this notification is when a member volunteers information for an obvious purpose (for example, providing your name to confirm your attendance for an event).

Consent

We ask for your consent to collect, use or disclose your personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. We may assume your consent in cases where you volunteer information for an obvious purpose.

In cases where we collected personal information before January 1, 2004, we assume your consent to our use and, where applicable, disclosure for the purpose for which the information was collected.

We ask for your express consent for some purposes and may not be able to provide certain services if you are unwilling to provide consent to the collection, use or disclosure of certain personal information. Where express consent is needed, we will normally ask members to provide their consent orally (in person, by telephone), in writing (by signing a consent form, by checking a box on a form, or electronically (by clicking a button).

A member may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfil our legal obligations.

We may collect, use or disclose members' personal information without consent only as authorized by law. For example, we may not request consent when the collection, use or disclosure is reasonable for an investigation or legal proceeding, to collect a debt owed to our society, in an emergency that threatens life, health or safety, or when the personal information is from a public telephone directory.

How do we use and disclose personal information?

We use and disclose members' personal information only for the purposes for which the information was collected, except as authorized by law.

We do provide members' mailing information (name, mailing address, e-mail address) to the Provincial Archives of Alberta so the Archives can send you invitations to and notices of upcoming events organized by or being held at the Provincial Archives of Alberta.

We do not sell or share our membership list with any other individual, group or business.

We regularly transfer records that may include personal information (e.g. meeting minutes and agendas, membership lists, newsletters) that are of enduring value to the Provincial Archives of Alberta for permanent preservation.

If we wish to use or disclose your personal information for any new business purpose, we will ask for your consent.

How do we protect your personal information?

We make every reasonable effort to ensure that member information is accurate and complete. We rely on our members to notify us if there is a change to their personal information that the Friends of the Provincial Archives of Alberta Society relies on, such as contact information. If you are aware of an error in our information about you, please let us know and we will correct it upon request whenever possible.

In some cases we may ask for a written request for correction.

We protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

We use appropriate security measures when destroying members' personal information, including shredding paper records and permanently deleting electronic records.

We retain members' personal information only as long as it is reasonable to fulfil the purposes for which the information was collected or for legal or business purposes.

Access to records containing personal information

Members of the Friends of the Provincial Archives of Alberta Society have a right of access to their own personal information in a record that is in our custody or under our control, subject to some exceptions. For example, organizations are required under *the Personal Information Protection Act* to refuse to provide access to information that would reveal personal information about another individual.

If we refuse a request in whole or in part, we will provide the reasons for the refusal. In some cases where exceptions to access apply, we may withhold that information and provide you with the remainder of the record.

You may make a request for access to your personal information by writing to the President of the Society. You must provide sufficient information in your request to allow us to identify the personal information you are seeking.

You may also request information about our use of your personal information and any disclosure of that information to persons outside our society. For personal information collected before January 2004, if we do not have a record of disclosures, we will provide information about any disclosure of your information that is likely to have occurred.

You may also request a correction of an error or omission in your personal information.

We will respond to your request within 45 calendar days, unless an extension is granted. We may charge a reasonable fee to provide information, but not to make a correction. We will advise you of any fees that may apply before beginning to process your request.

Questions

If you have a question or concern about any collection, use of disclosure of personal information by the Friends of the Provincial Archives of Alberta Society, please contact the President of the Society.

For the phone number of the current President, please contact the Provincial Archives of Alberta at 780-427-1750.

If you are not satisfied with the response you received, you may contact the Information and Privacy Commissioner of Alberta at 403-297-2728 or 1-888-878-4044.

*Approved by Board
April 27, 2009*