

## **The Greater Saskatoon Chamber of Commerce Privacy Statement**

The Greater Saskatoon Chamber of Commerce is provided with personal information, which it may share with certain service providers. However, such personal information will be used for internal purposes only, unless prior consent of its disclosure has been obtained. The Chamber does not view information as name, title, business address, phone number, business e-mail and web site addresses of its business members to be personal information. The Greater Saskatoon Chamber of Commerce and its service providers will not disclose personal information to third parties other than in compliance with applicable federal and provincial policy laws. The Greater Saskatoon Chamber of Commerce will maintain a database containing your member information. In addition to the distribution of monthly newsletters and correspondence, you are consenting to allow the Greater Saskatoon Chamber of Commerce to use this information for delivery of notices of meetings, service offerings, and events, as well as the inclusion of your organization in the membership directory and the on-line directory.

### **Introduction**

Protecting your privacy and the confidentiality of your information -- over the Internet, on the telephone, or through our offices -- has always been fundamental to the way we do business at the Greater Saskatoon Chamber of Commerce. We operate on the basis of a Privacy Policy and related procedures that guide the handling of the personal information we collect. We have created this privacy statement in order to demonstrate our firm commitment to protecting the privacy of our members, partners and potential Web site visitors. This policy and related procedures are consistent with the Canadian Standards Association Model Code for the Protection of Personal Information (herein "CSA Model Code") and applicable privacy legislation.

### **Privacy Statement**

This policy deals only with personal information handled by the Greater Saskatoon Chamber of Commerce. Personal information is information about an identifiable individual, excluding business contact information (name, title, business address, business telephone number, business e-mail address and business website). The following explains how the Saskatoon and District Chamber of Commerce handles personal information. The Saskatoon and District Chamber of Commerce reserves the right to change this policy and it may be updated periodically. These changes may affect our use of your personal information. Accordingly, please check for changes regularly.

### **Accountability**

The Greater Saskatoon Chamber of Commerce is accountable for all personal information under its control. The Greater Saskatoon Chamber of Commerce's Privacy Officer is our Executive Director who is designated as responsible for the Greater Saskatoon Chamber of Commerce's privacy policy. The Privacy Officer can be reached by:

- e-mail, at [privacy@saskatoonchamber.com](mailto:privacy@saskatoonchamber.com)
- telephone, at (306) 244-2151
- fax, at (306) 244-8366
- mail, at 104-202 4th Avenue North, Saskatoon, SK S7K 0K1

Any questions about the Greater Saskatoon Chamber of Commerce's handling of personal information should be directed to the Privacy Officer. Please see below for more information about the process for referring questions about the Greater Saskatoon Chamber of Commerce's handling of personal information.

### **Purpose of Personal Information**

The purpose for which the Greater Saskatoon Chamber of Commerce collects personal information, if not obvious, will be identified at or before the time the information is collected. The Greater Saskatoon Chamber of Commerce collect personal information for purposes which include:

- administering Greater Saskatoon Chamber of Commerce membership and providing member services and benefits;
- registering for Greater Saskatoon Chamber of Commerce events, for example Chamber on Business Luncheons;
- administering the purchase of various Greater Saskatoon Chamber of Commerce products or services including document certification; and
- processing and administering the above.

The Greater Saskatoon Chamber of Commerce will not use personal information for any other purpose unless such other purpose is identified at or before the time of collection or unless the use is otherwise authorized by law.

### **Consent**

The Greater Saskatoon Chamber of Commerce seeks consent for all personal information we collect, use and disclose through information provided to individuals prior to collection, or at the time of collection. This consent may be express or implied.

If you have voluntarily provided personal information, you are considered to have given your implied consent to the collection, use and disclosure of your personally identifiable information for the purposes as described in this privacy policy. As required by the CSA Model Code, the Saskatoon and District Chamber of Commerce will not use personal information for any purpose other than that for which you consented. Should the Saskatoon and District Chamber of Commerce require personal information for a new purpose for which your consent cannot be implied, we will contact you to seek consent for that new use.

### **Limits for Collecting, Using, Disclosing and Keeping Personal Information**

The Greater Saskatoon Chamber of Commerce does not collect, use or disclose personal information of individuals except when individuals give consent (express or implied) and provide the information on a voluntary basis. There may be occasions where more specific personal information is necessary for us to proceed with a request for information, or provide you with a product or service. In such cases, we will provide you with a description on the information we require. In all cases, the Greater Saskatoon Chamber of Commerce limits the amount and type of information collected to only the personal information that is reasonably required to provide the individual with the requested information, product, or service. Unless we otherwise have a legal duty or right, we collect only information that is voluntarily provided by you and undertake that such information will be kept strictly confidential.

We retain personal information only as long as is reasonably necessary to provide the individual with the requested product, service or information and delete or destroy this information after that time. In some cases, however, legal reporting and retention requirements necessitate that the Greater Saskatoon Chamber of Commerce retain information for a specific amount of time. In general, the Greater Saskatoon Chamber of Commerce retains personal information for a period of approximately two (2) years.

The Greater Saskatoon Chamber of Commerce does not sell or trade any personal information with third parties. The Greater Saskatoon Chamber of Commerce may transfer information to service providers where information processing is outsourced by the Greater Saskatoon Chamber of Commerce in the course of its administrative procedures or member services in specific cases. Where personal information is transferred to a service provider for processing, we require the service provider to respect this Privacy Policy and we restrict them from using or disclosing personal information transferred to them for any purpose other than the provision of services to us.

### **Safeguarding Personal Information**

The Greater Saskatoon Chamber of Commerce has in place reasonable security policies, procedures and practices to protect the security of personal information. Our security measures include, among other things, locks on filing cabinets, a computer system firewall, password protected files, and virus protection software. Data transmission over the Internet cannot be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot ensure or warrant the security of any information you transmit to us or receive from us electronically. This is especially true for information you transmit to us via e-mail. We have no way of protecting that information until it reaches us. Once we receive your transmission, we make every reasonable effort to ensure its security on our servers.

### **Accuracy of and Access to Personal Information Collected**

The Greater Saskatoon Chamber of Commerce makes every reasonable effort to keep personal information as accurate, complete, current and relevant as necessary for the identified purposes.

The Greater Saskatoon Chamber of Commerce makes readily available to individuals our Privacy Policy and related procedures for managing personal information. We provide access to the Privacy Policy and related procedures to individuals on the Greater Saskatoon Chamber of Commerce's Web site and in written form. Any questions about the handling of personal information by the Greater Saskatoon Chamber of Commerce can be raised with our Privacy Officer.

At the written request of an individual, he or she may view or edit their personal information as collected by the Greater Saskatoon Chamber of Commerce. The Greater Saskatoon Chamber of Commerce will provide them with the personal information we have about the individual, what it is being used for and, in cases where it has been disclosed, to whom it has been disclosed. There may be exceptional circumstances as provided by the CSA Model Code or applicable laws under which the Greater Saskatoon Chamber of Commerce may have the discretion or a legal obligation not to give an individual access to the personal information about her or him

held by the Greater Saskatoon Chamber of Commerce. In this case the Greater Saskatoon Chamber of Commerce will explain the reason for this lack of access, unless prohibited by law.

To make a request, please send a letter, email or fax addressed to our Privacy Officer at the address indicated. In your request, please specify what information you require. Examples of what can be requested includes: name, contact details, membership number, the nature of your request, including whether you wish to view and/or edit information or inquire regarding use and/or disclosure.

The Greater Saskatoon Chamber of Commerce will reply to your request in no later than thirty days after receipt of the request, or if we are not able to respond within this time period, we will send you a notice of extension. If we are not able to disclose all the personal information we hold on you, we will give you a reason for our inability to do so, unless prohibited by law.

### **Questions**

Any questions or comments about the Greater Saskatoon Chamber of Commerce's handling of personal information should be directed to our Privacy Officer.