

# **Privacy Policy**

## **Canadian Paraplegic Association (Alberta)**

The Canadian Paraplegic Association (Alberta) is dedicated to empowering persons with spinal cord injuries and other physical disabilities to achieve independence and full community participation.

If you wish to limit or alter the number of the mailings you receive, please contact us at 780-424 6312 or 888 654 5444 to discuss your preferences. We value all of our supporters and are committed to working with each for their benefit and that of the Canadian Paraplegic Association (Alberta). We do not trade, rent or sell the names of our valued supporters.

### **Guiding Principle**

The Canadian Paraplegic Association (Alberta) is committed to protecting the privacy of the personal information of its constituents (employees, donors and other stakeholders). The Canadian Paraplegic Association (Alberta) has taken the necessary actions to ensure that information in any format (paper or electronic) is protected so that the relationship of trust between the constituent and the Association is upheld. The Canadian Paraplegic Association (Alberta) recognizes, and adheres to a Privacy Policy.

The Canadian Paraplegic Association (Alberta) Privacy Policy serves to outline the rules for the collection, use, disclosure and retention of personal information. The Policy is based on ten (10) internationally recognized privacy principles.

1. Accountability for Personal Information.
2. Identifying Purposes for the Collection of Personal Information.
3. Obtaining Consent for the Collection, Use or Disclosure of Personal Information.
4. Limiting Collection of Personal Information.
5. Limiting Use, Disclosure, and Retention of Personal Information.
6. Ensuring Accuracy of Personal Information.
7. Ensuring Safeguards for Personal Information.
8. Openness Concerning Policies and Practices.
9. Access to Personal Information.
10. Challenging Compliance.

### **1. Accountability for Personal Information.**

Should you wish to discuss privacy concerns, please contact us at 780 424 6312 or 888 654 5444; we will address your concerns immediately.

### **2. Identifying Purposes for the Collection of Personal Information.**

When the Canadian Paraplegic Association (Alberta) collects personal information directly from its constituents, the Canadian Paraplegic Association (Alberta) will identify the purposes for which personal information is collected at or before the time of collection. These purposes include: client & donor information, that which is necessary for the administration of a donor's or

client's interests and compliance with legal and regulatory requirements.

### **3. Obtaining Consent for the Collection, Use or Disclosure of Personal Information.**

The knowledge and consent of a person is required for the direct collection, use or disclosure of personal information except where mandated by law.

### **4. Limiting Collection of Personal Information.**

The Canadian Paralegic Association (Alberta) will limit the collection of personal information to that which is necessary for the purposes identified. Information will be collected by fair and lawful means. The Canadian Paralegic Association (Alberta) does not collect any personal health information, other than that which is volunteered directly by the constituent.

### **5. Limiting Use, Disclosure, and Retention of Personal Information.**

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the person or as required by law. Personal information will be retained only as long as necessary for the fulfillment of those purposes. The Canadian Paralegic Association (Alberta) does not trade, rent or sell any personal information to third parties. The Canadian Paralegic Association (Alberta)'s web page contains online forms that allow visitors to make a payment. The personal and credit card information provided on these forms is used only to process these payments. Online donations to the Canadian Paralegic Association (Alberta) are processed through a third party.

### **6. Ensuring Accuracy of Personal Information.**

The Canadian Paralegic Association (Alberta) ensures personal information is accurate, complete and as up-to-date as necessary for the purposes for which it is to be used. To change or modify any personal information previously provided to the Canadian Paralegic Association (Alberta), write to the Canadian Paralegic Association (Alberta) at: 305-11010 101 Street Edmonton AB T5H 4B9 or at 780 424 6312 or 888 654 5444

### **7. Ensuring Safeguards for Personal Information.**

Personal information is protected with security safeguards appropriate to the sensitivity of the information. All Canadian Paralegic Association (Alberta) employees and directors must sign a Confidentiality Agreement. In addition, all independent contractors or vendors, that have a working relationship with the Canadian Paralegic Association (Alberta)'s proprietary database, must agree to a Confidentiality Contract Clause in their Agreement.

### **8. Openness Concerning Policies and Practices.**

A print version of the Canadian Paralegic Association (Alberta)'s Privacy Policy can be requested from Canadian Paralegic Association (Alberta) at 780 424 6312 or 888 654 5444.

### **9. Access to Personal Information.**

Upon request, a person will be informed of the existence, use, and disclosure of personal information of the person and shall be given access to that information. A person can challenge the accuracy and completeness of the information and have it amended as appropriate.

**10. Challenging Compliance.**

A challenge concerning compliance with the above principles should be made to the Canadian Paraplegic Association (Alberta) at: 305-11010 101 Street Edmonton AB T5H 4B9