



BOW VALLEY CALLIGRAPHY GUILD (BVCG) PERSONAL INFORMATION PROTECTION POLICY

Effective Date: March 13, 2023

Introduction

As the BVCG is a non-profit society that does not carry out any commercial activity it is exempt from the requirements of Alberta's *Personal Information Protection Act*. Although exempt from this Act, BVCG has developed this Policy to guide the handling of personal information that BVCG collects, uses and discloses. This Policy has been created to demonstrate BVCG's commitment to protecting the personal information it collects, uses, and discloses.

Personal Information

This Policy deals only with the personal information collected, used and disclosed by BVCG. Personal information means information about an identifiable individual, which includes an individual's name, e-mail address, home address, phone number, and other identifiable information.

Changes to the Privacy Policy

BVCG may change this Policy from time to time. BVCG is not required to notify you of any change to the Policy. Any change to the Policy will be effective once the BVCG posts the updated Policy on its Website. The effective date appears under the heading. It is your responsibility to review the Policy regularly.

Consent

By voluntarily providing personal information, you are deemed to consent to the collection, use and disclosure of that information for the purposes for which it was provided. BVCG will not use personal information for any purpose other than that for which it was collected without your consent. Should BVCG wish to use your personal information for a new purpose, consent will be sought for that new use.

Purposes for Collection, Use, and Disclosure of Personal Information

The purpose for which BVCG collects personal information will be for the purposes for which the information was provided. Personal information may be collected for such purposes as:

- administering BVCG's responsibilities under the *Societies Act* regarding membership, Member services, nomination and election of Directors and Director and Member meetings;
- publishing a membership roster (full name and e-mail address only);
- delivering BVCG electronic and printed publications;
- administering the BVCG lending library;
- mailing the BVCG Journal;
- enabling participation in any envelope exchange;
- sending out notices and other relevant information;
- managing registrations for BVCG workshops, programs or events;
- processing submissions in BVCG exhibitions and shows;
- corresponding with BVCG members and others;

- publishing information and submissions in BVCG publications, including the Journal and e-Bulletin;
- circulating BVCG membership information for the purpose of enhancing community within the Guild and building volunteer resources for the ongoing operation of the BVCG;
- administering BVCG meetings, enrichment sessions and online meetings; and
- storing current and historical information for legal and archival purposes where required.

Members must provide their full name and address with postal code for BVCG to maintain a register of members as required by section 36(1) of the *Societies Act*. Section 36(2) of the *Societies Act* allows Members to inspect the register of members, and section 36(3) of the *Societies Act* permits Members to obtain a copy of the register. Members may only use membership information for matters relating to the affairs of the society.

Members must provide their e-mail address and phone number for BVCG to contact the Members for matters relating to the business of BVCG, in particular, participation in meetings, committees and clubs, enrichment sessions and other events.

Members may, at their request, at any time, be removed from any BVCG mailing list except the Member list maintained under section 36(1) of the *Societies Act*.

Limits for Collecting, Using, Disclosing and Keeping Personal Information

BVCG does not collect, use, or disclose the personal information of individuals except when individuals give their express consent or provide the information voluntarily (deemed consent). There may be occasions where more specific personal information is necessary for BVCG to proceed with a request for information or registration for an event. In such cases, BVCG will describe the information required. In all such cases, BVCG limits the amount and type of information collected to only the personal information necessary to provide the individual with the required information or registration.

BVCG retains personal information only as long as it is necessary for the purposes for which it was collected. For example, if personal information is given to register for an event, the personal information will only be used for this event and will then be deleted or destroyed.

BVCG does not sell or trade any personal information with third parties. Information may be transferred to third parties where BVCG outsources information processing during its activities or administrative procedures in specific cases. Some personal information collected by BVCG is transferred to our service providers for processing and storage.

BVCG service providers are restricted from using or disclosing personal information transferred to them for any purpose other than providing services to BVCG.

Safeguarding Personal Information

BVCG uses its best efforts to protect the personal information it collects and safeguard that information from risks such as unauthorized access, collection, use or disclosure.

Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while BVCG strives to protect personal information, it cannot ensure or warrant the security of any information transmitted to or received from it electronically. This is especially true for information transmitted via email. BVCG has no way of protecting the information it sends by e-mail. However, once

the transmission is received, BVCG does its best to ensure security. Internally, access to personal information is restricted to volunteers who need access to the information to do their jobs. These volunteers are limited in number, knowledgeable about, and committed to our privacy policies.

Access and correction of Personal Information

BVCG makes every effort to keep personal information as accurate, complete, current, and relevant as necessary for the identified purposes. BVCG does not routinely update personal information. At an individual's written request, they may access or ask that their personal information be corrected.

Please send a letter or email to the address indicated below to request access or correction of your personal information. In any written request, please include the following information:

- Name
- Contact details – phone, address, and e-mail address
- Nature of the request – access or correction

The request must contain sufficient detail to enable BVCG, with a reasonable effort, to identify the record in its custody or control that is the subject of the information request. BVCG will reply to requests as soon as reasonably possible.

Links to other Websites

BVCG's Website may contain links to other external (non-BVCG administered) websites not covered by this Policy and may be subject to different privacy standards. BVCG assumes no responsibility for the practices, policies, or actions of third parties that operate these websites. You should review the privacy policies of these websites before providing them with personal information.

Notice of Third-Party Service Providers Residing Outside of Canada

BVCG may use the following third-party services which operate in the United States and store data from BVCG, including personal information, in their US-based datacenters:

- **MailChimp** – MailChimp's Privacy Policy is available at: <https://mailchimp.com/en-ca/about/security>.
- **Zoom** - Zoom's privacy policy is available at: <https://explore.zoom.us/en/privacy/>.
- **Eventbrite** – Eventbrite's privacy policy is available at: https://www.eventbrite.ca/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_CA

Accountability

BVCG is accountable for all personal information under its control. If you have any questions with respect to the collection, use and disclosure of your personal information you may contact the BVCG by:

E-mail: bvcginfo@gmail.com

Mail: Bow Valley Calligraphy Guild
P.O. Box 1647, Station M
Calgary, AB T2P 2L7