



BOW VALLEY CALLIGRAPHY GUILD PERSONAL INFORMATION PROTECTION POLICY

The Bow Valley Calligraphy Guild (hereinafter referred to as the Guild) is committed to safeguarding the personal information entrusted to it. The following policy outlines the principles and practices followed in protecting personal information collected by the Guild.

This policy applies to the Bow Valley Calligraphy Guild including Directors, Officers and volunteers providing services on its behalf. A copy of this policy is published on the Guild website and provided on request. This policy is used by Guild Directors, Officers and volunteers to self-monitor and manage personal information needed to fulfil their duties to the Guild.

What is personal information?

Personal information means information about an identifiable individual. This includes an individual's name, contact details, financial information, etc.

What personal information do we collect?

The Guild only collects the personal information needed for the purposes of providing its services, including personal information needed to:

- deliver Guild electronic and hardcopy publications
- administer the Guild lending library
- manage registrations for Guild workshops, programs or events
- process submissions in Guild exhibitions and shows
- publish information and submissions in Guild publications (for example Journal, eBulletin)
- correspond with Guild members and others
- circulate Guild membership information for the purpose of enhancing community within the Guild and building volunteer resources for operation of the Guild
- store historical information for legal and archival purposes where required

Personal information is collected directly from our members and participants. The Guild may also collect personal information from other persons or organizations (with consent) or as authorized by law.

When collecting personal information, the Guild advises why it is collecting the information. The Guild does not provide notification when information is volunteered for an obvious purpose (for example, paying for a membership, registering for Guild workshops, remunerating an instructor, paying for printing, etc.).

Consent

The Guild will ask for consent to collect, use or disclose personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law (for example, to determine suitability for a bursary, scholarship or award, or in an emergency that threatens life, health or safety).

Consent may be obtained orally (in person or by telephone), or in writing. Once consent is given, the Guild will continue to use and, where applicable, disclose personal information that it has, for the purpose for which the information was collected. The Guild only retains personal information for the time deemed reasonable to fulfil the purposes for which the information was collected, or for legal, archival or business purposes.

Consent given to the Guild to use and disclose personal information may be withdrawn at any time, except for information that is necessary for the Guild to fulfil its legal obligations. However, withdrawal of consent may affect the Guild's ability to continue to provide certain publications or services.

How do we safeguard personal information?

The Guild relies on the individual to provide information that is accurate and complete, and notify it if there is a change to their personal information that may affect their relationship with our organization.

The Guild makes every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

The Guild does not disclose personal information to anyone outside its organization except to those designated to provide services on the Guild's behalf (for example: manage registrations, and process payments) or as required by law.

Access to records containing personal information

Individuals can access their own personal information held by the Guild, with some exceptions. For example, the Guild may refuse to provide access to information that would reveal personal information about another individual who has withheld consent for the Guild to share their personal information. Requests for access to personal information can be made in writing or via Contact Us on the Guild website.