

Privacy Policy (CFUW-Hamilton)

In Compliance with PIPEDA ([Personal Information Protection and Electronic Documents Act](#))

Our Commitment

CFUW-Hamilton values the trust of those with whom we deal. We are committed to protecting the privacy of the personal information of our members and others with whom we do business.

Accountability

The Member Chair(s) of CFUW-Hamilton shall be responsible for CFUW-Hamilton's compliance with PIPEDA.

Membership Information

CFUW-Hamilton collects personal information about its members through its annual membership application form and through updates to that information provided by members from time to time.

Personal information is obtained and retained only to permit communication among members, to conduct club business, to prepare and publish an annual membership list and to provide the information required by the provincial, national and international Federation of University Women.

Personal information shall not be used for any other purposes.

Consent

The knowledge and consent of members to the collection, use or disclosure of personal information is required.

Limiting Collection

The personal information collected shall be limited to that which is necessary for the purposes described above.

Limiting Use, Disclosure & Retention of Information

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

CFUW-Hamilton shall retain personal information provided to it only for so long as it is required for the purposes stated above.

Once the personal information is no longer required for

the stated purposes, or upon the request of an individual member of the club, CFUW-Hamilton shall destroy the personal information it retains in a secure manner.

Accuracy

CFUW-Hamilton shall take all reasonable steps to maintain the accuracy of the personal information retained by the club.

Security

CFUW-Hamilton shall take all reasonable steps to ensure that the information provided to it is not used for purposes other than those for which the information was obtained.

CFUW-Hamilton has implemented password protection and other appropriate safeguard procedures for electronic information retained by the club.

Openness

CFUW-Hamilton shall provide upon request information about its policies and practices respecting the management of personal information.

Access

Upon request any individual shall be informed of the existence, use and disclosure of his/her personal information and shall be given access to that information.

An individual shall be able to challenge the accuracy and completeness of the information and have it amended or deleted as appropriate.

Challenging Compliance

An individual shall be able to address a challenge concerning compliance with this policy to the Chair(s) of Membership.

This Policy is in effect as of June 19, 2013.

CFUW-Hamilton shall from time to time review and revise its privacy practices and this policy.