

## **Privacy Policy – Updated March 2019**

The Southern Alberta Antique and Classic Automobile Club is committed to safeguarding the personal information entrusted to us by our members. We manage your personal information in accordance with Alberta's *Personal Information Protection Act* and *The Societies Act*. This policy outlines the principles and practices we follow in protecting your personal information. This policy applies to The Southern Alberta Antique and Classic Automobile Club or to any person providing services on our behalf. A copy of this policy is provided to any member on request.

### **What is personal information?**

Personal information means information about an identifiable individual. This includes a member's and spouse's names, mailing address and contact information.

### **What is the amount of personal information do we collect?**

We collect only the personal information that we need for the purposes of providing services to our members. We normally collect personal information directly from our members.

### **What is the information we collect and what is it used for?**

We collect, use and disclose the following information to meet the following purposes:

- Name and address to track memberships as subject to Societies Act and for archival purposes.
- Maintain membership lists including start and end dates to track years of membership for the purpose of annual rewards and achieving honorary membership status.
- Contact information to facilitate, schedule and inform members of club activities, events, functions and meetings.
- Spouse or significant other to include in club activities
- Birthday and anniversary days to create and promote fellowship (Optional information – year is not collected)
- Member automobile collection information to preserve and enjoy older vehicles.
- Photos of automobiles to preserve and enjoy older vehicles.
- Photos of members participating in SAACAC events to promote fellowship around the preservation and enjoyment of older vehicles.
- Contact information to maintain and sustain leadership in the club.
- Clunker and SAACAC web site information to provide communication to members and affiliates and to promote and sustain the club.
- Contact information to maintain and sustain leadership in the club
- Numbers of members to facilitate Provincial and Federal affiliations and insurance coverage.

### **What information is disclosed?**

Personal information is not disclosed to third parties outside the organization – ie: lists are not disclosed to any third parties.

### Consent

We ask for consent to collect, use or disclose client personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. We may assume your consent in cases where you volunteer information for an obvious purpose. We assume your consent to continue to use and, where applicable, disclose personal information we have already collected, for the purpose for which the information was collected. We use best journalism practices in The Clunker and on the website. When information is updated we inform members and obtain consent to better serve members.

### How do we safeguard personal information?

We make every reasonable effort to ensure that personal information is accurate and complete. We rely on individuals to notify us of changes to their personal information that may affect their relationship with our club. If you are aware of an error in our information about you, please let us know and we will correct it on request wherever possible. In some cases we may ask for a written request for correction. We protect personal information in a manner appropriate for the sensitivity of the information. Best practices for journalism and website management is used. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

We use appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records. We retain personal information only as long as is reasonable to fulfil the purposes for which the information was collected or for legal or business purposes. Optional information can be deleted when membership ceases.

### Access to records containing personal information

Individuals have a right to access their own personal information in a record that is in the custody or under the control of The Southern Alberta Antique and Classic Automobile Club, subject to some exceptions. For example, organizations are required under the *Personal Information Protection Act* to refuse to provide access to information that would reveal personal information about another individual.

You may make a request for access to your personal information by writing to the Privacy Officer (Membership Chair). You must provide sufficient information in your request to allow us to identify the information you are seeking. You may also request information about our use of your personal information and any disclosure of that information to persons outside our organization. In addition, you may request a correction of an error or omission in your personal information and we will respond to your request within 45 calendar days, unless an extension is granted. We do not charge any fees.

### Questions and complaints

If you have a question or concern about any collection, use or disclosure of personal information, please contact the Membership Chair of the Southern Alberta Antique & Classic Automobile Club. If you are not satisfied with the response you receive, you should contact the Information and Privacy Commissioner of Alberta:

Office of the Information and Privacy Commissioner of Alberta

Suite 2460, 801 - 6 Avenue, SW

Calgary, Alberta T2P 3W2

Phone: 403-297-2728

Toll Free: 1-888-878-4044

Email: [generalinfo@oipc.ab.ca](mailto:generalinfo@oipc.ab.ca) Website: [www.oipc.ab.ca](http://www.oipc.ab.ca)