

The TVTA's Privacy Statement

On January 1, 2004 a new Federal Law regulating the use of personal information by business organizations came into effect. This law affects the way personal information is collected and used within an organization. A basic principle underlying the Personal Information Protection and Electronic Documents Act (PIPEA) is knowledgeable consent by our members regarding the collection, use or disclosure of personal information.

Ten privacy principles that govern information handling practices have been developed that outline the steps needed to comply with PIPEDA.

1. **Accountability**

We are required to maintain and protect the information we have obtained from our members from unauthorized access. The collected information is to remain confidential and not be disclosed to unrelated parties without permission or where allowed by law or regulation. This information is collected for the purpose of servicing your membership needs.

Personal Information means any information that can identify an individual and may include but not limited to, Social Insurance number, date of birth, name and address and phone number, income, occupation.

Provision of personal information is your choice. However your decision to withhold details may limit the types of services we are able to provide.

2. **Identifying Purposes**

The collected information is will be used to:

- Confirm your identity.
- Determine what your interests are.
- Develop the type of hikes and activities that would be of interest to our members.

3. **Consent**

Your consent is required for us to collect, use or disclose the personal information except where allowed by law. Consent can be verbal, written, express (ie an application form) or implied (by not withdrawing consent to a certain use when there is a opportunity to withdraw it). Consent can be withdrawn at any time subject to legal and contractual concerns and with reasonable notice.

4. **Limiting Collection**

Information that is collected will be limited to that needed to communicate with our members on upcoming events. To solicit their opinions and support on future events and in providing ongoing support to members.

5. **Limiting Use, Disclosure and Retention**

We use the information that we have collected to communicate with you and to

deliver the appropriate services that have been requested. We do not sell, lease or trade information about you or your interests to other parties.

All personal information is kept confidential at all times except in the following cases:

- When Authorized by you
Any release of personal information to outside third parties must be authorized by you. Outside parties interested in any of the personal information we have collected must obtain your written consent and present us with your authorization before the information can be released.
- When Required by Law
Information to which we are legally required to disclose will be released to the appropriate authorities.
- When Permitted by Law
There are some situations where we are permitted to disclose personal information. An example would be where is suspicion of illegal activities or in medical emergencies.

Personal information that has been collected will be retained for the period of time that it is required. Once the need for the collected information has ended the information will be securely destroyed. Only that information that is needed will be collected and retained. If, for any reason, the collected information is required for a different purpose, a new consent request will be needed from our members before that information can be used.

6. **Accuracy**

A member has the right to have corrected or amended any information that is found to be incomplete and or inaccurate.

7. **Safeguarding Information**

The Thames Valley Trail Association has the necessary physical, electronic or procedural measures in place to safeguard personal information against loss, theft, unauthorized disclosure, misuse or change.

8. **Openness**

9. **Member Access**

As a member, you have the right to review the information on file with the Thames Valley Trail Association, how the information is used by the Association, its accuracy and completeness. You may request that any information that is found to be incomplete be amended.

10. **Handling Complaints and Suggestions**

People may direct any questions or enquiries about our privacy policies or practices by contacting our designated Chief Privacy Officer, who is responsible for responding to your questions or complaints in a timely and efficient manner.