

Academy for Lifelong Learning Privacy Policy (Approved December 5, 2017)

PART 1

The Academy for Lifelong Learning Personal Information Protection Policy

The Academy for Lifelong Learning is committed to safeguarding the personal information entrusted to us by our members. Although the Personal Information Protection and Electronic Document Act, "PIPEDA", is a federal statute and does not apply to organizations not engaged in a commercial activity, certain provisions of PIPEDA have been incorporated into the policy to protect as much as possible the information provided to the Academy by its members.

This policy outlines the principles and practices we follow in protecting your personal information.

This policy applies to the Academy for Lifelong Learning and to any person providing services on our behalf.

This policy is published and available on our website for all members to view.

What is personal information?

Personal information means information about an identifiable individual. This includes an individual's name, home address and phone number, email address, photo, etc.

What personal information do we collect?

We collect only the personal information that we need for the purposes of providing services to our members, including personal information needed to:

- enrol a member in the Academy
- organize and manage workshops
- organize talks, forums, etc.
- send out information to members
- prepare class lists for communications within a workshop or session.

We normally collect members' personal information directly from our members. We may collect your information from other persons but only with your consent.

Before or at the time of collecting personal data, we inform our members of the purposes for which we are collecting the information. The only time we do not provide this notification is when a member volunteers information for an specific purpose.

Consent

We ask for consent to collect, use or disclose members' personal information, except in special circumstances where collection, use or disclosure without consent is authorized or required by law..

We ask for your consent to continue to use and, where applicable, disclose personal information that we have already collected, for the purpose for which the information was collected such as class lists to send you informational emails for the purpose of facilitating communication among members of a particular workshop.

We ask for your express consent for some purposes and may not be able to provide certain services if you are unwilling to provide consent to the collection, use or disclosure of certain personal information.

When express consent is needed, we will normally ask members to provide their consent at the time of registration or via email.

From time to time the Academy may take group shots of Academy events for the purpose of representing and promoting the association. Use of said images will be for Academy-approved purposes only and individuals will not be identified by name. Where an individual is identified, specific permission will be sought before each use.

In order to expedite the process of obtaining express consent, the annual online registration is amended to include a request for registrants to indicate whether or not to use some personal information for the purpose of compiling workshop class lists. This information is shared only with members of workshops in which you participate.

A member may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfill our legal obligations. We will respect your decision, but we may not be able to provide you with certain products and services if we do not have your consent to the use of the necessary personal information.

We may collect, use or disclose members' personal information without consent only as authorized by law.

How do we use and disclose personal information?

We use and disclose members' personal information only for the purpose for which the information was collected, except as authorized by law. For example, members' contact information will be used to deliver workshops and provide informational emails.

The following personal information (phone numbers, home addresses and photos) will not be published on any public medium such as the Academy website without the member's express permission.

We will inform our members of any new purpose for which we will collect, use, or disclose personal information, or we will obtain your consent, before or at the time the information is collected.

How do we safeguard personal information?

We make every effort to ensure that personal information is accurate and complete. We rely on individuals to notify us if there is a change to their personal information that may affect their relationship with our organization. If you are aware of an error in our information about you, please let us know and we will correct it as soon as possible. In some cases we may ask for a written request for correction.

We protect personal information in a manner appropriate to the sensitivity of the information. 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 retain personal information only as long as is reasonable to fulfill the purposes for which the information was collected, for legal or business purposes, and for the general analysis of the membership, (e.g. the Academy's history).

Access to records containing personal information

Individuals have a right to access their own personal information in any record that is in the custody or under the control of The Academy for Lifelong Learning.

You may make a request for access to your personal information by sending an email to the Academy's Membership Committee. 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. In addition, you may request a correction of an error or omission in your personal information.

Questions and complaints

If you have a question or concern about any collection, use or disclosure of personal information by The Academy for Lifelong Learning, or about a request for access to your own personal information, please contact the Membership Committee.

PART 2

Consent for Sharing Personal Contact Information

When someone registers online for Academy membership and/or workshop choice, s/he will first see a link to the Academy's privacy policy, the reading of which is optional. Then the registrant must select that s/he agrees to the Academy's privacy policy in order to proceed. After that the individual is instructed to complete the following:

Although the Academy will use email as its primary means of communication, I consent to share the following with my facilitators in order that they may distribute class lists by email to all participants in my workshops with my following contact information. This information may also be used in an emergency situation.

- | | | |
|-------------------------------|---------------------|--------------------|
| <i>i) Phone number</i> | <i>(Yes)</i> | <i>(No)</i> |
| <i>ii) Cell number</i> | <i>(Yes)</i> | <i>(No)</i> |
| <i>iii) Address</i> | <i>(Yes)</i> | <i>(No)</i> |

Once s/he has completed the above information, or after clicking "Next", the individual will be taken to the workshop selection and registration page.