

## AUC's PRIVACY POLICY COMMITMENT STATEMENT

### Respecting your privacy and your personal information:

Alberta Underwater Council 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 other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information.

The Alberta Underwater Council (AUC) respects the privacy of our members and is committed to protecting your personal information. In this privacy statement, "personal information" means information that you provide directly to us. Usually, this includes things like your name, contact information, etc. Typically, you provide this information when registering for events, volunteering or other aspects of participation.

Membership application and renewal information is collected and maintained by the AUC office in Edmonton and may provide the affiliated club (if any) with information on your membership status.

AUC adheres to the privacy principles of the Alberta PIPA Act and Canadian Standards Association regarding collection, use, disclosure and retention of personal information.

### AUC Commitments

In order to offer and provide the services and privileges to which members are entitled, AUC must collect, use and disclose information in relation to its members. As we do so, we make the following commitments:

#### 1. Purposes for collection, use and disclosure

When your personal information is collected (e.g., event registration information, volunteer registry, etc.) AUC may use or disclose the information for the purposes listed here (referred to in this document as "the Purposes"):

- Administer, increase opportunities for, or facilitate access to member programs, benefits, services, etc., of AUC
- Support efficient operation of the affiliated clubs (including local contact with members)
- Perform analysis to improve member service and satisfaction

Use of the information for other purposes is strictly prohibited. We will not share your information with other organizations without your consent.

#### 2. Limiting collection and use

We will collect only the personal information necessary to fulfill the Purposes. Within the AUC executive, board directors and membership, personal information is available only on a need-to-know basis.

#### 3. Retention

We will retain the information for as long as it is needed to fulfill the Purposes.

#### 4. Consent

Except for the Purposes or where required by law, we will not collect, use or disclose personal information about you without your consent.

#### 5. Limited disclosure with shared privacy standards

We may disclose your personal information to organizations that provide us with professional, administrative or information processing support services. We do not sell or otherwise share your personal information.

Where your personal information is disclosed, we require the other party(ies) to comply with this commitment statement and with the privacy protection rules it contains, e.g., signing confidentiality agreements.

#### 6. Freedom to challenge

You may withdraw your consent for the collection, use or disclosure of your personal information by AUC. You must provide the council reasonable and formal notice in writing of your intention and the details of your withdrawal.

Please note, however, that such a decision may mean that AUC is unable to continue to provide you with some products, benefits or services for which your personal information is required. It's your responsibility to contact the council in order to determine how an objection to the collection, use and disclosure of personal information might affect the services supplied.

#### 7. Accuracy & Security

If you have any questions regarding the information we hold about you, please contact us. Contact information for the current board of directors is available at [www.albertaunderwatercouncil.com](http://www.albertaunderwatercouncil.com)

We will make every reasonable effort to ensure the accuracy and currency of your personal information to fulfill the Purposes. Please advise us of changes to your information over time.

The security of your Personal Information is important to us, but remember that no method of transmission over the internet, or method or electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

*Please note: Your AUC membership via [auc/tidyhq.com](http://auc/tidyhq.com) is your gateway to many benefits and services.*