



Title:
**Personal Information Protection Policy and Electronic Documents
Guidelines**

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Introduction: The New Brunswick Scottish Cultural Association, hereinafter known as the NBSCA is committed to respecting the privacy of its members, their families and its volunteers by adhering to the privacy principles set forth under By-Law # ---- of the NBSCA.

Accountability The President and Treasurer/Membership Secretary of the NBSCA as well as the applicable Chapter Chairs are responsible for the management of the Policy including all the principles.

Identifying Purposes The NBSCA only collects personal information necessary to provide communication to and with each member and Chapter. All information given in written form (including facsimile and electronic mail) is maintained for a period not exceeding 13 months.

Consent All NBSCA members as well as volunteers will have the ability to consent to the uses of their personal information. A member grants, through registration, consent to use personal information by the NBSCA for the purpose of statistics and analysis. Express written consent must be obtained for the use of personal information on the Website or Journal.

Limiting Collection The NBSCA will explain the purposes for collection each piece of personal information. Should the purpose or use differ from that identified at the time of collection, consent for the new use will be obtained from members, Chapters and Volunteers.

Limiting use, Disclosure and Retention The NBSCA will use the personal information obtained from members, and volunteers only for the purposes for which it was collected, and will not disclose the information for other purposes except as required by applicable law.

All information provided to the NBSCA will be maintained in a secure manner to ensure that its use is limited to the purposes stated when collected.

All information concerning registration for membership, performances, activities, events, honours and awards received will be retained by the NBSCA permanently. Any other information will be maintained in secure manner and will be destroyed in a secure manner providing there is no legislation requirement that is information be kept beyond the thirteen (13) month period.



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Accuracy	Members will have the ability to view and review data provided on their membership application at anytime through the membership secretary. Individuals may, on presentation of a document establishing their identity, be able to review this information and amend where appropriate.
Safeguards	The NBSCA will assess and implement appropriate measures to properly protect personal data. These measures will be continually monitored and subject ongoing review to ensure effective protection.

Openness	The NBSCA shall make readily available to individuals specific information regarding its policies and practices as relates to the management of personal information of members and volunteers via the web site.
Individual Access	Individuals will have access to their personal information provided on the membership application at any time through the membership Secretary. On written request to the Chapter's chairperson responsible for the member's geographic area, a member will be informed of the existence, use and disclosure of their personal information, and will be given access to view that information. A member may challenge the accuracy and completeness of the information, with amendments or corrections in written form being forwarded to the membership Secretary.

Challenging compliance	Individuals may challenge the NBSCA's compliance with this policy by contacting the Membership Secretary.
Terms and definitions	<p>Personal information includes:</p> <ul style="list-style-type: none">- Name, age, weight, height- Medical records- Income, purchases and spending habits- Race, ethnic origin and colour- Blood type, DNA code, Fingerprints- Marital status and religion- Education- Home address and phone number <p>Personal information does not include the name, job title, business address or office telephone number of a member or an organization that is covered by the new law.</p>



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	Volunteer : Any individual who works on behalf of the NBSCA in a capacity to enhance the promotion of the Scottish culture within the province of New Brunswick.
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Contact :

Corresponding Secretary (506) 451-6226 or 1-877-627-2234

President and Chief Executive Officer
