CFUW PERTH AND DISTRICT PRIVACY POLICY

CFUW Perth and District is committed to safeguarding the personal information entrusted to us by our club members, Education Award applicants and the public, where applicable.

The CFUW does not sell, exchange or rent any personal information with anyone. We will use the information provided only for the purpose for which it was collected.

Section 1: CFUW Members

Personal information means information about an identifiable individual. This includes an individual’s name, home address, email address and phone number, photo, age, sex, marital or family status, any identifying number, financial information, educational history, etc.

Collection

CFUW Perth and District collects personal information of members or prospective members, and may include:

Name, address, phone numbers, email, degree information including school and year of graduation, birth date, occupation or former occupation, interests, emergency contact information, Information on involvement in CFUW Perth and District governance and committees, photographs at CFUW Perth and District events.

CFUW Perth and District normally collects personal information directly from our members. We may collect your information from other persons with your consent or as authorized by law.

We inform our members, before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time we don’t provide this notification is when a member volunteers information for an obvious purpose (for example, providing a photo for insertion in the Membership Directory).

Consent, Use and Disclosure

We ask for consent to collect, use or disclose member 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 that we have already collected, for the purpose for which the information was collected.

Photographs may be taken during events, which may or may not include recognizable images of people. By participating in an event, you consent to being photographed and authorize CFUW-Perth and District to use the photographs for promotional and archival purposes.

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 fulfil 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 the necessary personal information.
We may collect, use or disclose personal information without consent only as authorized by law. For example, we may not request consent when the collection, use or disclosure is to determine suitability for an honour or award, or in an emergency that threatens life, health or safety.

Security and Access
We make every reasonable 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 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. 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 fulfil the purposes for which the information was collected or for legal or business purposes.

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 CFUW Perth and District, subject to some exceptions. For example, we may refuse to provide access to information that would reveal personal information about another individual.

If we refuse a request in whole or in part, we will provide the reasons for the refusal. In some cases where exceptions to access apply, we may withhold that information and provide you with the remainder of the record.

You may make a request for access to your personal information by writing to the CFUW Perth and District President, who is designated to ensure compliance with privacy legislation and related regulations. 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.

Emails Sent to Groups
Emails sent to the entire membership will be sent using the "blind carbon copy" (bcc) function, which protects members’ privacy and reduces spam. Interest groups, which are primarily social groups allowing members to communicate for the purpose of planning shared events, may include the names of members of the group.

Section 2: Use of the CFUW Perth and District Directory and Club and Membership Databases
The following restrictions apply to the Membership Directory and all club and membership databases:

• May not be used for any commercial purposes that have not been approved by the CFUW Perth and District Executive.
• May not be sold, lent, or provided to any third parties in any form except as required for the CFUW Perth and District operations. For example, the Membership Directory is provided to a third-party printer solely for the production of the Directory.
• May not be used by any third parties for any purpose.

Section 3: Education Awards Applicants and Winners
Education Award applicants provide personal information when they apply for a CFUW Perth and District award. By submitting the application and the personal information included in it, the applicant is deemed to have consented to the use of that information only in the assessment of the application and the granting of awards.

Award winners are asked for verbal consent to the disclosure of their names for the promotion of the Awards. Award winners are invited to participate in photographs commemorating the awards and the awards ceremony. Participation in the photographs is deemed to be consent for use of the photograph for promotional and archival purposes.

Should consent not be granted, the personal information of the individual is excluded from publication.

Information collected about applicants and their applications is held securely for six months from the time of collection and then destroyed. The exception to this rule is that information on award winners will be retained in perpetuity in a secure location.

Section 4: Homeowners
Homeowners volunteer their homes for the benefit of the CFUW Perth and District Annual House Tour project. All information about homeowners, including name, phone number, and postal and email addresses is collected directly from the individuals. Provision of the information by the homeowner is deemed to be consent for the use of the information only for the purpose of the House Tour Project.

Information provided by homeowners for the purpose of the House Tour Project is not disclosed.

Section 5: Public Websites and Social Media
CFUW Perth and District has no authority over the privacy policies of Facebook, Wordpress.com or any other third parties.

This Privacy Policy is displayed on the CFUW Perth and District website, which is hosted by wordpress.com.

Users of https://cfuwperthanddistrict.wordpress.com/ may view the Privacy Policy of Wordpress.com at https://en-ca.wordpress.org/about/privacy/

Facebook
Facebook has its own privacy policies with which members should familiarize themselves. Interactions with Facebook are governed by the privacy policy of that company. In situations where Facebook has links to other sites, the individual’s information is governed by that company’s privacy statements.