

PRIVACY POLICY – OWEN SOUND AND AREA

The Club collects personal information of members including name, address, phone numbers, e-mail addresses, educational information, occupation and interests. The purpose of this information collection is to process membership applications, to promote communication among members and to process dues and/or event fees. The Club is committed to safeguarding this personal information which is entrusted to the Club and will make every reasonable effort to ensure that the personal information is accurate and complete. The Club is committed to preventing any loss, misuse, disclosure, or modification of personal information, and to preventing any unauthorized access to personal information. The membership is also responsible for maintaining the privacy of all CFUW members.

The "Member's Only" Section of the website is password protected. The password is changed annually and is provided to each member by the Website Coordinator at the beginning of each year.

Each Member will be given an additional written copy of the Privacy Policy, in print or electronically, in advance each year's membership registration. Each member will be requested to establish specific permission for details of personal information as well as for use of photos that may be published in Club documents or posted electronically on the website. This allows each member the ability to manage her own level of control over privacy matters. Further, each member will be required to complete and sign an acknowledgment (located on the membership registration form) stating that she has read, understood and agreed to comply with the Privacy Policies.

The membership List, either in print or in an electronic version, is private for the use of members only and cannot be distributed for other purposes outside the Club. Neither the Club nor the Club's membership will disclose Member's private information to any Third Party. However, from time to time, circumstances may arise for these private details to be disclosed. In these cases, permission to disclose such information must be granted in advance by the affected party/parties.

Please refer to the CFUW national Policy (January 2014) for further information at www.fcfd.org/en-ca/memberresources.aspx

This Policy is one component of the Club's Policy and Procedural Manual and is located under the "About Us" Section at www.cfuwowensound.com