

## **Privacy Policy and Procedure of QCWA Chapter 70**

### **Policy:**

QCWA Chapter 70 will conform with the Privacy Principles of the Personal Information Protection and Electronic Documents Act of the Government of Canada.

### **Procedure:**

In managing the business of QCWA Chapter 70 Board Members and Volunteers will adhere to the “QCWA Chapter 70 Privacy Statement” approved by the Board of Directors (insert date of Board resolution).

The “QCWA Chapter 70 Privacy Statement” shall be made available to all members through a posting on the Chapter 70 website.

Neither the membership list of QCWA Chapter 70, nor its’ mailing facilities will be made available to any non-member or to any other organization without the approval of the Board of Directors.

Any member of QCWA Chapter 70 is able to challenge the accuracy of his or her personal information held by QCWA Chapter 70, and to have his or her changes accepted as is appropriate.

The roster or any mailing list of members as held by QCWA will not be sold or bartered to any outside individuals or organizations.