

QCWA Chapter 70 Privacy Statement

We collect personal information from QCWA Members in the regular course of managing the business of Chapter 70. This document answers some of your most frequently asked questions, and lets you know exactly how we're protecting the information you entrust to us.

What personal information do you collect about me?

We collect the following information about you:

- First Name
- Family Name
- Call sign
- Home telephone number
- Address
- City
- Postal Code
- Name of spouse*
- Year of Birth*
- Year first licensed
- QCWA Membership number
- Date of joining QCWA*
- Expiry date of membership in QCWA
- Expiry date of dues to QCWA Chapter 70
- E-mail address (if available)
- Biographical information and photographs*

Items above marked with an asterisk(*) are optional, and need not be provided if desired. Some of this optional information is needed for certain awards, and some is used to notify members about meetings and Chapter business. The remaining information is mandatory for membership in Chapter 70

We may also collect, from time to time and with permission, your interests and hobbies to assist us in preparing a Chapter 70 program suited to the needs of members. With your permission we also may post biographical information, including photographs, interests and hobbies, on the Chapter website. Other information, such as your preferences for meals, may be used for arrangements with restaurants.

No cookies or tracking information are used by the Chapter website.

The main reasons we collect personal information from you are:

- to maintain a record of our membership
- to notify members about dinner meetings and Chapter business
- to keep track of the dues paid by members and the date of expiry of the dues and membership in QCWA
- to have information on file for QCWA awards and certificates

We do not disclose your information to others without your permission, except for reporting requirements to QCWA international headquarters. As well, we will disclose your personal information if we are required by law to do so.

How does Chapter 70 get my consent?

When you provide us with personal information by completing the membership form we assume you consent to our collecting it and using it for the specific reasons outlined above. Optional items will be identified on the application form.

If we ask you for personal information for a secondary reason, such as for QCWA awards and certificates or website biographies, we will either ask you directly for your consent or provide you with an opportunity to say no. Saying no is called "opting out." By opting out, you can tell us not to collect the information and/or not to share it with others.

How do I opt out?

Please contact the Secretary of the Chapter in order to opt out of providing any information about yourself or its use for specific purposes.

How do I get more information?

Our Chapter's executive members will answer any questions you may have about your personal information. If you would like more information about our policies, or if you would like to see exactly what personal information we have about you in our records, or you wish to register a complaint, please contact our Chapter President, who is responsible for privacy matters.

You can also contact the Office of the Privacy Commissioner of Canada for assistance between the hours of 8:30 am and 4:30 pm, Monday to Friday at;

Phone toll-free: 1-800-282-1376

Phone: (613) 819-9945444 Fax: (819) 994-5444 TTY: (819) 994-6591

or by mail at:

Office of the Privacy Commissioner of Canada
30 Victoria Street
Gatineau, Quebec
K1A 1H3

or on the Web at: <http://www.priv.gc.ca/cu-ca/index>