



PRIVACY OF PERSONAL INFORMATION AND ONLINE POLICY

Bronte Village Residents Association is an incorporated not-for-profit organization founded in 2003 to:

- Protect Bronte's character, charm, and waterfront,
- Service the needs and issues of Bronte and Ward 1 residents while honouring our heritage, and
- Foster community spirit

This statement pertains to the Bronte Village Residents Association (BVRA), its website www.brontevillageresidents.com and all forms of communication and social media utilized by the association.

ACCOUNTABILITY

The standing BVRA executive is responsible for the protection of the personal information of its members which includes compliance with all ten principles contained within Schedule 1 of the Personal Information Protection and Electronic Documents Act 2011 (PIPEDA). For the year 2020/21, the designated executive member responsible for compliance with policies and procedures is Shelley Thornborrow, President and can be contacted through:

brontevillageresidents@gmail.com

PO Box 65007

Hopedale Mall Postal Office

Oakville, ON L6L 6R4

PURPOSE

BVRA safeguards and uses personal information consistent with the objectives of the association. We do not share the personal information of our members with marketers and third parties and comply with the Privacy Act 1983 and PIPEDA 2011. We collect personal and demographic information to:

- confirm your registration and maintain our member database,
- assist with servicing member issues and needs in the context of the association, and
- plan for membership outreach and community events.



INFORMED CONSENT

We obtain informed consent through the membership application for the purposes and use consistent with the objectives of the association. Our fiscal period runs from April 1st to March 31st of each year and we review the accuracy and completeness of information within 90 days of the new fiscal period. We seek consent when a new use for personal information consistent with BVRA objectives has been identified. We require written notification for withdrawal of membership and deletion of personal information from our records. Members have the option to opt-out of email notifications by replying to our email address with the subject line "Opt-out".

LIMITED COLLECTION

The collection of personal and demographic information is limited to establishing membership and for the use and purpose consistent with the objectives of the association. Our process regarding the collection of personal information is transparent, fair, and lawful.

LIMITED USE, DISCLOSURE & RETENTION

BVRA safeguards and uses personal information consistent with the objectives of the association. We do not share the personal information of our members with marketers and third parties and comply with the Privacy Act 1983 and Personal Information Protection and Electronic Documents Act 2011 (PIPEDA). We shall maintain reasonable and systematic controls and practices for the protection of personal information. Record retention, which shall include minimum and maximum retention periods, and destruction shall apply to personal information. Information that is no longer necessary or relevant for the identified purposes for which it was collected shall be destroyed.

ACCURACY

BVRA maintains safeguards to ensure all personal information we collect, and use is kept as accurate, complete, and up to date as necessary for the purpose for which it is to be used. However, we rely on you to disclose all material information to us and to inform us of any errors or changes in such information.



USE OF APPROPRIATE SAFEGUARDS

BVRA shall protect personal information from loss or theft, unauthorized access, disclosure, copying, use, modification, or destruction through appropriate security measures. We shall protect all personal information regardless of the format in which it is held. The methods of protection should include:

- Physical security, such as locked filing cabinets and restricted access,
- Organizational security, such as limiting access to the BVRA executive, and
- Technological security, such as the use of passwords, anti-virus protection and firewalls.

The executive members of the BVRA are aware of the importance of maintaining the confidentiality of personal information and review security measures annually.

OPENNESS

Policies and practices for the management of personal information will be maintained and made readily available through our website at www.brontevillageresidents.com.

INDIVIDUAL ACCESS

Upon request, a member shall be informed of the existence, use, disclosure of his or her personal information in BVRA's possession and shall be given access to that information. A member shall be able to challenge the accuracy and completeness of the information and have it amended where necessary. To safeguard personal information, a member may be required to provide sufficient information to facilitate proper identification to assure BVRA is providing information with respect to the existence, use and disclosure of personal information and authorizing access to a member's file to the right member. Any information provided for identification purposes shall only be used for such purpose.

ONLINE INFORMATION

BVRA does not share personal information provided upon registration, through our website or other forms of online communication. The content of our website is informational and intended to advance community interests. All online images are either the intellectual property of the association or used with express permission.

Online Disclaimer

We do not endorse, promote, or accept any possible risk or liability associated with online advertising, sponsorship or links to other websites and information on our website.