

THE ROTARY CLUB OF REGINA EASTVIEW

PROTECTION OF PERSONAL INFORMATION POLICY

As a non-profit organization in Saskatchewan, there are no federal or provincial privacy laws that apply to the collection, use and disclosure of personal information by the Rotary Club of Regina Eastview Inc. (hereafter referred to as “the Club”), with the exception of the Saskatchewan *Privacy Act* which is a law of general application. The Saskatchewan *Privacy Act* permits anyone to go to the Court of Queen’s Bench to sue for damages if there has been a willful invasion of privacy. The Club however, has adopted the following policy which reflects the fundamental privacy practices common to all federal and provincial privacy laws.¹

This privacy policy applies to personal information collected, used or disclosed by the Club, and to persons who receive direct services from the Club. It outlines the practices to be followed in protecting that personal information. A copy of this policy will be provided to any member on request, as well as new members and annually to Board members. This policy may also be viewed on the Club website at www.eastviewrotary.org.

Access to personal information

Any Club member, short term or long term exchange student or host family for an exchange student is entitled to apply to the Privacy Contact for a copy of any personal information that the Club may have in its custody or control. This includes records of the Board, the Secretary or of the Harassment Officer but does not include records of individual Club members, of committees of the Club and club projects that are not within the custody or control of the Board, the Secretary or the Harassment Officer. Such information shall be provided to the member within 30 days. This can be extended a further 30 days if such extension is approved by the Board in its discretion and notice of the extension is provided to the applicant.

In the event there are errors identified in personal information of any individual, the Club shall upon request either make the correction to ensure the record is accurate or alternatively, attach the request for correction to the record so that it is available to anyone with authority to view the information for Club purposes.

What is personal information?

Personal information that clearly identifies a specific individual such as an individual’s name, partner, home address and phone number, age, sex, marital or family status, an identifying number, financial information and educational history.

¹ This policy is modeled on *Protecting Personal Information: A Workbook for Non-Profit Organization* by the Government of Alberta, <http://pipa.alberta.ca/nonprofits/pdf/npworkbook.pdf>. It has also benefited from the assistance of the Office of the Saskatchewan Information and Privacy Commissioner.

What personal information does the Club collect?

The Club collects only personal information that it needs for the purposes of providing services to its members/associate members²/students applying for or enrolled in various Rotary programs, including personal information needed to:

- deliver Rotary services and products (i.e. financial assistance to Mental Health, Ripple Effect project or other partners)
- enroll a member/associate/student/participant in a program
- distribute Club information about membership services and activities. The Club normally collects member/associate/student/service information directly from those individuals. The Club may collect information from other persons with the consent of the individual involved, or as authorized by law.
- Provide District 5550, Rotary International and other Rotary organizations with contact information for Members for the purpose of specific programs and services.
- The Club uses and discloses personal information for the purposes noted above or other purposes with the consent of the individual.

Guidelines for safeguarding the privacy of records of the Club:

- The Club will inform members/associates/students/service recipients before or at the time of collecting personal information, of the purposes for which the information is being collected. The only time the Club will not provide this notification is when a member/associate/student/service recipient volunteers information for an obvious purpose (i.e. registration with Rotary International or Rotary International Student Exchange program, credit card information provided to process payment of membership fees, etc.)
- The Club is intended as a business club to, among other objectives, allow members to build relationships with other business people. The Club will from time to time publish the following:
 - o a mailing list with addresses, phone and fax numbers, email addresses and names of Members' partners solely for distribution to members and associates of the Club.
 - o a directory with photographs and biographical sketches volunteered by members.
 - Club members are permitted to utilize these publications for soliciting business but the membership list and directory information shall not be disclosed to third parties and non-members without consent of the Club contact for privacy issues.
- Member news and photographs are occasionally published in the Club newsletter and on the Club website. Any member who objects to this practice should notify the Club and the Club shall take reasonable measures to accommodate the wishes of the member.
- The Club will make every reasonable effort to ensure that the personal information that it maintains is accurate and complete. The Club will rely on

²An associate member is anyone under the age of 35 approved by the Board and membership for active involvement/association in Club activities, to the extent of their ability, without a formal membership and for a lesser registration fee.

- individuals to notify the Secretary of the Club if there is a change to their personal information that may affect their relationship with the organization.
- All meeting minutes should be recorded in a manner that ensures that the privacy of all meeting participants is protected.
 - The Club will protect personal information in a manner appropriate for the sensitivity of the information. The Club will make every reasonable effort to prevent any , loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.
 - The Club will use appropriate security measures when destroying personal information (including shredding paper records and permanently destroying electronic records) or when submitting past records for historical purposes to an archival repository.
 - Members are encouraged to change their passwords for access to the Club website. Any member requiring assistance in updating information available on the Club website should consult the Club Secretary or designated web manager.
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Questions and complaints:

If you have a question or concern about the collection, use or disclosure of personal information by the Club, or about a request for access to your own personal information, please direct it to the Club contact for privacy issues at:

Rotary Club of Regina Eastview, Club Privacy Contact, Box 1623,
Regina, Saskatchewan, S4P 3C4.

Approved By: Official Board Rotary Club of Regina Eastview, April 12, 2011
Rotary Club of Regina Eastview membership, May 5, 2011