



PERSONAL INFORMATION PROTECTION POLICY

(Revised: September 28, 2017)

INTRODUCTION

Protecting your privacy and the confidentiality of your information -- over the Internet, on the telephone, or through our offices -- has always been fundamental to the way we do business at the Sault Ste. Marie Chamber of Commerce. We operate on the basis of a Privacy Policy and related procedures that guide the handling of the personal information we collect. We have created this privacy statement in order to demonstrate our firm commitment to protecting the privacy of our members, partners and potential Website visitors. This policy and related procedures are consistent with the Canadian Standards Association Model code for the Protection of Personal Information (herein "CSA Model Code") and applicable privacy legislation.

PRIVACY STATEMENT

This policy deals only with personal information handled by the Sault Ste. Marie Chamber of Commerce. Personal information is information about an identifiable individual, excluding business contact information. The following explains how the Sault Ste. Marie Chamber of Commerce handles personal information. The Sault Ste. Marie Chamber of Commerce reserves the right to change this policy and it may be updated periodically. These changes may affect our use of your personal information. Accordingly, please check for changes regularly.

- Business name
- Contact name, gender
- Position in company
- Mailing address
- Physical address if different from mailing address
- Postal code
- E-mail address
- Company owner
- Other companies owned
- Web address
- Type of business
- Visa/MasterCard/American Express numbers and expiry dates if these cards are used for membership fees or other purchases. Credit card information is not kept on file once authorized.
- Personal bank information encoded on postdated cheques -- kept in safe
- Number of full and part-time employees
- Number of years in business
- Membership fee
- Vendor's Permit number
- G.S.T. number
- Home address

- Home phone number
- Secretary or assistant's name
- Skeleton bio (election purposes)
- Home address
- Home phone number
- Spouse's name
- Date of birth
- Social Insurance Number
- Next of kin
- Production and distribution of annual membership directory
- Listing on Chamber Website
- Production and sale of membership label lists
- Referrals
- Administering Chamber membership and providing member services
- Registering for Chamber events e.g. AGM
- For document certification
- Communication with membership
- Radio advertisement
- Membership criteria
- Included in Directors Manual which is distributed to all Board Members and to staff
- Included in staff person's personnel file and payroll file

PROCEDURE

The Chief Executive Officer is designated the Personal Information Officer and will be in charge of the collection and security of personal information in the control of the Chamber. If you wish to verify the information the Sault Ste. Marie Chamber of Commerce has about you or your company contact the Chief Executive Officer, Sault Ste. Marie Chamber of Commerce, 369 Queens Street East, Sault Ste. Marie, Ontario P6A 1X1. **Phone:** (705) 949-7152, **Fax:** (705) 759-8166. Refer to the Sault Ste. Marie Chamber of Commerce website at www.ssmcoc.com for the complete policy.

CONSENT

The Chamber seeks consent for all personal information we collect, use and disclose through information provided to individuals prior to collection, or at the time of collection. If you have voluntarily provided information, you have consented to the collection, use and disclosure of your personally identifiable information as described in this privacy policy. As required by the CSA Model code, the Chamber will not use personal information for any purpose other than that for which you consented. Should the Chamber require personal information for a new purpose, we will contact you to seek consent for that new use.

SAFEGUARDING PERSONAL INFORMATION

The Chamber respects the privacy of our members, partners, potential website visitors and Internet users and will protect that privacy as vigorously as possible. We store personal information in electronic and physical files that are secure. Our security measures include: secure locks on filing cabinets, and using industry standard techniques such as firewalls, encryption, intrusion detection and restricted access to records and to equipment, including computers. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot ensure or warrant the security of any information you transmit to us or receive from us electronically. This is especially true for information you transmit to us via e-mail. We have no way of protecting that information until it reaches us. Once we receive your transmission, we make our best efforts to ensure its security on our servers.

ACCURACY OF AND ACCESS TO PERSONAL INFORMATION COLLECTED

The Chamber makes every effort to keep personal information as accurate, complete, current and relevant as necessary for the identified purposes. The Chamber does not routinely update personal information.

The Chamber makes readily available to individuals our Privacy Policy and related procedures for managing personal information. We provide access to the Privacy Policy and related procedures to individuals on the Chamber's website and/or in written form. Any questions about the handling of personal information by the Chamber can be raised with our privacy officer. At the written request of an individual, he or she may view or edit their personal information as collected by the Chamber. The Chamber will inform them of what personal information we have about the individual, what it is being used for and, in cases where it has been disclosed, to whom it has been disclosed. To make a request, please: "send a letter, e-mail or fax, addressed to our Privacy Officer at the address previously indicated.

PERSONAL INFORMATION COLLECTION CONSENT FROM STAFF

In accordance with the Federal government's Personal Information Protection and Electronic Documents Act, I understand the information from the staff of the Sault Ste. Marie Chamber of Commerce is to be used for employment purposes only.

Name: _____

Signature: _____

Date: _____

PERSONAL INFORMATION COLLECTION CONSENT FROM MEMBERSHIP

In accordance with the Federal government's Personal Information Protection and Electronic Documents Act, I understand the information collected from the Chamber membership of the Sault Ste. Marie Chamber of Commerce is to be used for membership purposes only.

Name: _____

Signature: _____

Date: _____

PERSONAL INFORMATION COLLECTION CONSENT FORM BOARD OF DIRECTORS

In accordance with the Federal government's Personal Information Protection and Electronic Documents Act, I understand the information collected from the Board of Directors of the Sault Ste. Marie Chamber of Commerce is to be used for membership purposes only.

Name: _____

Signature: _____

Date: _____