

## Kawartha Lake Stewards Association Privacy Policy

As a result of Federal Privacy Legislation, all businesses and associations that collect personal information from their customers and members must develop and post a Privacy Policy. The following is the policy developed by the Kawartha Lake Stewards Association (KLSA) Board to protect you and your personal information held by the KLSA.

**To our Membership:** Your privacy is important to us. This policy tells you what information we gather about you and how we would use it, to whom we may disclose it, how you can opt out of the collection, use or disclosure of your personal information, and how to get access to the information we may have about you.

**Collecting Information:** We collect information about our members and volunteers, such as name, address, relevant telephone numbers, email address and preferred method of communication. We obtain this information through the attendance form at our public meetings, and by information provided by the many volunteers assisting in our programs. We may keep this information in written form and/or electronically as part of our electronic contact list. This allows us to send you information in an efficient and low cost manner. By providing this information to us, you enable us to serve you better.

**Using Information:** We use the information collected to provide you with information about the Association's activities and related lake water issues of interest to residents of the Kawartha Lakes. We will retain your personal information only for as long as required by law or as necessary for the purposes for which it was collected. Your personal information will not be used for other purposes without your consent.

**Disclosing Information:** We will not disclose any personal information collected about you to anybody else unless it is required to do so by law. We will comply with all laws which require us to supply the information to government agencies and others. We will not otherwise sell, transfer or trade any mailing list which includes your information.

**Keeping Information Secure:** We will keep written information in a secure place.

**Access to Information:** If you wish to review the personal information we keep about you, please contact the Association c/o Privacy Officer at the address set out below. At your request, subject to applicable law, we will delete your personal information from our records. The Privacy Officer is not intended to be an elected position. It is an appointment to one of the elected directors of the Board providing they are in good standing and have the support of the Chair and other directors.

**Obtaining Your Consent:** By providing personal information to us, you are consenting to us using it for the purposes set out above and disclosing it to the parties described above. If you do not want us to use any personal information about you, or wish to limit the use or disclosure of such personal information by us, please contact the Privacy Officer at the address set out below by mail or email.

Contact us at: [klsa@klsa.info](mailto:klsa@klsa.info) or KLSA, 264 Bass Lake Rd., Trent Lakes ON K0M 1A0

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## **Responsibilities of the Privacy Officer**

Ensure there is a Privacy Policy

Post PP on website

Monitor how personal information is managed to ensure compliance with policy

Receive and address any complaints about privacy issues

Advise the Board of Directors of issues that arise