

ATLANTIC GEOSCIENCE SOCIETY

Personal Information Privacy Policy

Preamble

The Atlantic Geoscience Society (the “Society”) is committed to protecting the privacy of its members, donors, volunteers, officers and any other persons about or from whom the Society collects personal information. The Society will make reasonable efforts to ensure that all personal information is properly collected, used only for the purposes for which it is collected and is disposed of in a safe and timely manner when no longer required.

In being, or becoming, a member the Society, it is recognized by all such individuals that their basic contact information will be made accessible to the managers of the Society mailing lists. Every member has the right, at any time, to withdraw his or her implied or explicit consent for the use of his or her personal information.

Other persons or organizations who act for, or on behalf of, the Society are required to comply with the principles of the Policy and will be given restricted access to personal information solely to perform the services they may be retained to perform for the Society.

The Society has designated the Secretary to be its Privacy Officer. Any inquiry, request or concern related to privacy policy should be made in writing to them, to be contacted at:

Privacy Officer/Secretary
Atlantic Geoscience Society
Department of Earth and Environmental Science
Acadia University,
Wolfville, NS B4P 2R6

Privacy Policy

1. ACCOUNTABILITY

The Society is responsible for maintaining and protecting the personal information under its control. The Society has appointed a Privacy Officer who is responsible to ensure that the Society complies with its privacy obligations in accordance with applicable privacy laws.

2. IDENTIFYING PURPOSES

The Society collects and uses personal information for a variety of purposes including, but not limited to,

- providing services to members;
- establishing and maintaining members lists;
- establishing and maintaining lists of donors;
- registration for conferences.

The Society shall identify and explain the purposes for which it collects personal information, to the person from whom the personal information is being collected, before or at the time the information is collected.

3. CONSENT

Consent will be obtained from the person whose personal information is collected, used and disclosed, unless obtaining the consent would be inappropriate or not required by law. Generally, the person's consent will be implied by virtue of their membership in the Society.

Consents will be kept on file in the form of a concealed distribution list for the duration of the person's membership in the Society or as long as the information is reasonably necessary. A person may withdraw his or her consent at any time by contacting the Privacy Officer, subject to legal or contractual restrictions and reasonable notice. The person will be informed of reasonably foreseeable implications of the withdrawal.

4. LIMITING COLLECTION

Information collected will be limited to that required for the purpose or purposes identified by the Society. The Society is committed to collecting personal information in a fair, open and lawful manner.

5. LIMITING USE, DISCLOSURE AND RETENTION

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the person or as required by law. All collected

personal information shall be destroyed, erased or made anonymous as soon as the purpose for which it was collected is no longer relevant, or as permitted by the law.

6. ACCURACY

Personal information shall be maintained in as accurate, complete and up-to-date a form as necessary in order to fulfill the purposes for which it was collected.

7. SAFEGUARDS

Personal information will be protected by security safeguards that are appropriate to the sensitivity of the personal information. This safeguarding includes physical measures such as organizational measures such as restricted access to files with personal information or technological measures such as security software and centralized email distribution lists.

8. OPENNESS

Information regarding the privacy policy of the Society, as well as the personal information management, shall be available as requested. The information will include:

- Name and address of the Privacy Officer
- Means of gaining access to personal information held by the Society
- Copy of any information that explains the Society's policies, standards or codes

9. ACCESS TO PERSONAL INFORMATION

Access to personal information will be granted, where the Society is legally required to release the information and provided that the disclosure does not violate any applicable statutes or contracts, to the person to whom the information pertains where there is an appropriate written request. The existence, use and disclosure of the personal information will be granted within a reasonable period of time. Any inaccuracy or incompleteness of personal information will be amended as required.

10. CHALLENGING COMPLIANCE

Complaints or inquiries about the collection, use, disclosure or retention of personal information and the Society's compliance with these principles should be directed to the Privacy Officer. The Privacy Officer will investigate complaints and ensure that appropriate measures are taken.