



ARCHIVE LIBRARY

Personal Information Protection Policy

Pursuant to recent changes in various legislative acts regarding the collection and retention of personal information, The Alberta Association of Recreation Facility Personnel has now posted its Personal Information Protection Policy. Please be advised that by providing the information requested herein, you have consented to its collection. For further information regarding AARFP's Personal Information Protection Policy, please contact the Privacy Office via email (office@aarfp.com) by our toll free number at 1-888-253-7544 or by fax (403) 253-9181.

Alberta Association of Recreation Facility Personnel Personal Information Protection Policy

Alberta Association of Recreation Facility Personnel ("AARFP") respects the privacy and confidentiality of our member's personal information. This Personal Information Protection Policy lets you know how your personal information is processed and used. We promise that we will take steps to use your personal information only in ways that are compatible with this Policy. This Policy outlines the principles and practices we follow in protecting your personal information such as:

1. Explains AARFP's practices with respect to the collection, use, disclosure and protection of personal information by AARFP;
2. Provides information on how to access, correct and update personal information; and
3. Explains how to contact AARFP with privacy related questions or comments.

What personal information does AARFP collect?

AARFP normally collects information directly from our members. We may collect your information from other persons with your consent or as authorized by law. The personal information may be collected in person, over the telephone, through the mail or over the Internet. The information that we may collect or obtain includes, but may not be limited to:

1. your contact information such as your name, mailing address, telephone number and email address, and so on;
2. Information about your place of employment, position and address of work.
3. credit card details as it relates to payment for but not limited to memberships, renewals, courses and conferences; and
4. Past course details such as marks when applying for accreditation from other institutions.

Why does AARFP collect and your personal information?

AARFP requires personal information about you in order to manage our business and provide services to our members. We collect personal information only for the following purposes:

1. To open and manage your membership with AARFP.
2. To send out association membership information.
3. To notify members of upcoming events of interest.
4. To satisfy Provincial Government grant criteria.
5. To promote the products and services of our associate members.
6. To survey and poll members on issues affecting the recreation industry.

How does AARFP protect you personal information?

AARFP considers personal information provided by you to be private and confidential and accordingly we treat it with care.

AARFP:

1. Will not collect, use or disclose your personal information for any purpose other than those identified in the Personal Information Protection Policy, except with your consent;
2. Will protect privacy and confidentiality of your personal information with appropriate effective security safeguards; and
3. Will keep your personal information as accurate and up-to-date as is necessary for the purpose identified in this Personal Information Protection Policy.

Consent to collection, use and disclosure of personal information

Unless you contact us to advise us otherwise, by receiving this Personal Information Protection Policy, you are deemed to acknowledge and agree that you have consented to the collection, use and disclosure practices set out in this Personal Information Protection Policy as they relate to your personal information. You may withdraw this consent at any time by advising AARFP in writing. However, this withdrawal is subject to the terms and conditions of any contractual agreements you have with AARFP and other legal restrictions.

We may collect, use or disclose member personal information without consent only as authorized by law. For example, we may not request consent when the collection, use or disclosure is reasonable to collect a debt owed to our association, in an emergency that threatens life, health or safety, or when the personal information is from a public telephone directory.

Accessing, correcting or updating personal information

At anytime, you may request that AARFP correct or update you personal information by advising AARFP in writing. AARFP will use reasonable efforts to ensure that your personal information is accurate and current.

How do you contact AARFP with respect to questions or complaints regarding my personal information?

If you have any requests, questions or comments about your personal information or this Personal Information Protection Policy, you may contact us in one of the following ways:

Email: office@aarfp.com

Mail: Alberta Association of Recreation Facility Personnel
#206, 5810 –2nd Street SW
Calgary, AB
T2H 0H2
Attention: Executive Director
(Please mark envelope CONFIDENTIAL)

Facsimile: (403) 253-9181

Phone: (403) 253-7544

Alberta Association of Recreation Facility Personnel retains the right to amend this Statement from time to time without advance warning or prior knowledge of the reader.