

# **Privacy Statement**

## Canadian Society of Zoologists

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### **Our Commitment To Privacy**

The Canadian Society of Zoologists (hereafter the CSZ, the Society, We) is committed to controlling the collection, use and disclosure of the personal information provided by its members.

This Privacy Statement is a simplified version of the CSZ Privacy Policy adopted to ensure the accuracy, confidentiality and integrity of your personal information.

The CSZ Privacy Policy is intended to be compliant with federal and provincial privacy laws including the federal Personal Information Protection and Electronic Documents Act. A summary of the ten principles of fair information practices adopted in the CSZ Privacy Policy is included at the end of this Privacy Statement. A complete copy of the CSZ Privacy Policy is available on request on the CSZ website at [www.csz-scz.ca/](http://www.csz-scz.ca/).

Any time you do business with the CSZ, or with anyone acting as an agent on our behalf, you are protected by the rights and safeguards contained in the CSZ Privacy Policy. (Click here to download the full CSZ Privacy Policy in pdf format.)

### **What Is Personal Information?**

"Personal information" is personally identifiable information such as your name, residential or business address and e-mail address and includes information about your membership and journal subscriptions, credit information and billing records, service and recorded complaints.

Personal information is collected by the CSZ only when you specifically and knowingly choose to provide it such as when you join or renew your membership in the CSZ, or order journal subscriptions through us.

Publicly available information, such as a public directory listing of your name, address, telephone number and electronic address, is not considered personal information.

### **Collection And Use Of Personal Information**

The CSZ collects and uses your personal information primarily for the purpose of processing of membership dues; maintaining the historical record of the CSZ; providing you with the services normally associated with membership in a scientific society, such as the delivery of electronic ballots for annual CSZ elections or of printed or electronic copies of communications from the CSZ or from the Local Organizing Committees of our annual conferences; and providing you with timely communications from selected third parties.

Your personal information is used to communicate with you about your membership and to provide you with information related to activities of the CSZ. You always have the option, however, to tell us not to share your personal information with any third parties.

The CSZ may also contact you from time to time to conduct surveys in an effort to continually improve the benefits of membership.

The CSZ will not sell, lease or trade your personal information to other third parties. The CSZ will however, release such information as requested by Governmental agencies if required to do so under Canadian Law.

Anonymous or "non-personal" information gathered by the CSZ through our website may be used for technical, research and analytical purposes. Information collected through surveys, existing files and public archives may be used by the CSZ to analyze membership trends and to develop or enhance membership benefits.

The CSZ will only ask for personal information that we require and will only ask for it when it is so required. When we ask you for the information, we will explain to you why we need it and what we are going to do with it.

We will seek your consent to the collection, use and disclosure of that information as required by applicable Canadian privacy legislation. Subject to legal and contractual requirements, you can refuse to consent to our collection, use or disclosure of information about you. You may also withdraw your consent to any further collection, use or disclosure of information about you at any time by giving us reasonable notice. If our intended disclosures or uses of information change, we will notify you accordingly.

Your personal information will not be used for any other purpose without your consent.

## **Disclosure**

To enable us to more efficiently provide the products and services you have requested from us, the CSZ may share your personal information with Local Organizing Committees of our annual meetings and with selected third parties who are acting on our behalf as our agents, suppliers or service providers. Such third party service providers are provided only with such information as is necessary in the circumstances. Information provided to third parties may be used only for the purpose stipulated and is subject to strict terms of confidentiality.

## **Accuracy**

The CSZ will try to ensure that information about you is accurate, complete and up-to-date. However, CSZ members are requested to inform the CSZ of any change of name, address or other information. In the event you have questions about the accuracy of factual information we have collected about you, you will have access to that information in order to verify its accuracy and update it. If we have disclosed inaccurate information about you to a third party, we will contact the third party to transmit the correct information.

## **Security**

The CSZ is committed to protecting your privacy. Security measures, such as locked cabinets, restricted access and the use of passwords and data encryption have been adopted to ensure reasonable protection of your personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification. All persons with access to your personal information have been trained to respect your privacy at all times and shall use your personal information strictly in accordance with the CSZ Privacy Policy and applicable laws.

## **Access**

If you have any questions about the collection, use or disclosure of your personal information by the CSZ, or if you simply want to know whether we have any of your personal information on file, you may contact our Privacy Compliance Officer. Except in limited circumstances, as specifically provided by applicable Canadian privacy legislation, the CSZ can tell you whether it holds personal information about you, the source of the information, and allow you access to your personal information and find an account of the use that has been made or is being made of the information and the third parties to which it has been disclosed.

The CSZ will only refuse access to information about you in those circumstances permitted or required by applicable Canadian legislation. If the CSZ refuses access to you, it will provide you with the reasons for its

refusal upon request. Exceptions may include information that contains references to other individuals, information that cannot be disclosed for legal, security or commercial proprietary reasons, and information that is subject to solicitor-client or litigation privilege. The CSZ will respond to your requests for access in accordance with applicable privacy legislation.

## **Questions Or Concerns**

If you have any questions or concerns about the personal information about you held by the CSZ or about the compliance by the CSZ with the CSZ Privacy Policy, please contact our Privacy Compliance Officer. Contact information for your local Privacy Compliance Officer may be found on our website.

The CSZ has procedures in place to receive and respond to complaints or inquiries about its handling of personal information. These will describe the complaint procedures to anyone who makes inquiries or lodges complaints.

If you are not satisfied with the response from our Privacy Compliance Officer after making a complaint, you may have recourse to additional remedies under applicable Canadian privacy legislation. For further information, please contact the federal Privacy Commissioner or your provincial Privacy Commissioner, as applicable. Contact information is available on our website.

## **Ten Principles Of Fair Information Practices**

### **Principle 1 - Accountability**

The CSZ is responsible for the personal information under its control and shall designate one or more individuals who shall be accountable for the society's compliance with the procedures and principles set out in the CSZ Privacy Policy.

### **Principle 2 - Identifying Purpose**

The CSZ will identify the purpose for which personal information is collected at or before the time the information is collected. The purposes for which information is collected, used or disclosed by the CSZ must be those that a reasonable person would consider are appropriate in the circumstances.

### **Principle 3 - Consent**

The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where consent is not required by Canadian privacy legislation.

### **Principle 4 - Limiting Collection**

The CSZ shall limit the collection of personal information to that which is necessary for the purposes identified by the society. Personal information shall be collected by fair and lawful means.

### **Principle 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 individual or as required by Canadian law. Personal information shall be retained only as long as necessary for the fulfillment of the purposes for which it was collected.

### **Principle 6 - Accuracy**

Personal information shall be as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used.

### **Principle 7 - Safeguards**

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

#### Principle 8 - Openness

The CSZ shall make readily available specific information about its policies and practices relating to the management of personal information.

#### Principle 9 - Individual Access

Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information except where the CSZ is permitted or required by law not to disclose personal information to the individual customer or employee. Any member shall be able to challenge the accuracy and completeness of the information disclosed to him or her and have it amended as appropriate.

#### Principle 10 - Challenging Compliance

An individual shall be able to address a challenge concerning compliance with the principles in the CSZ Policy to the designated Privacy Compliance Officer.

#### **Revisions**

6 June, 2007

18 June, 2007