

Capital Region Beekeepers Association

Policy – Personal Information and Protection of Privacy

The Capital Region Beekeepers Association (CRBA) is committed to protecting the privacy and security of personal information held about its members. Our purpose is to assure anyone who does business with us that the CRBA complies with BC's *Personal Information and Privacy Act* (PIPA) and Canada's Anti-Spam Legislation. This policy explains how we collect, use, disclose and safeguard personal information.

DEFINITION OF PERSONAL INFORMATION

Personal information is any information that is identifiable to you as an individual. This may include, but is not limited to, your name, gender, age, date of birth, language of correspondence, mailing address, telephone number, fax number, email address, and membership in our organization and the BC Honey Producers Association. Personal information does not include publicly available information about an individual and their capacity as a member of the CRBA such as your name, volunteer position, club mailing address, club email address, or club telephone number.

COLLECTION OF INFORMATION

The CRBA only collects personal information from:

- Current and Past Members (directly or through on-line registration)
- Donors
- Current and Past Volunteers, Speakers, and Supporters of the club
- Others who have shown an interest in the CRBA

This information is collected by a variety of methods: phone, mail, email, social media, online, or in-person.

USE OF INFORMATION

The CRBA uses personal information to better serve our members and to expand our community of support. This includes using the information:

- To deliver services; to provide information; and to respond to public interest about honeybees, events, membership, and donations
- To thank supporters, fulfill member and donor benefits
- To invite members to special events
- To rent or sell equipment and services and subscriptions
- For service phone calls and emails
- For audit purposes

The CRBA is committed to using personal information in a respectful and useful way. The CRBA is also committed to making sure members do not receive more than a reasonable number of emails, letters, or phone calls.

DISCLOSURE OF INFORMATION

The CRBA treats its obligations with respect to the use and disclosure of personal information very seriously. Generally, we will only use or disclose personal information for the primary purpose that it was collected or for a purpose related to the primary purpose that members would reasonably expect it to be used. The CRBA will not sell, rent, or share personal information.

STORAGE OF INFORMATION

Personal information is stored in our database(s) on a secure server and in hard copy files. Only authorized CRBA volunteers have access to this information. The CRBA uses personal information to better serve our members and to expand our community of support.

ONLINE PRIVACY

The CRBA is committed to protecting the privacy of those who use our website. The CRBA does not collect any personal information about individuals browsing our website.

However, the CRBA does collect statistical information through a log file which indicates number, length, and frequency of page visits, external links redirecting users to our website, and which browser, operating system, and type of device (mobile or desktop) was used to access our website. This information is analyzed to help us develop content that responds to the interests of our website visitors.

The CRBA's website uses Google Analytics to track usage of our website for reporting and evaluation purposes. Google Analytics uses first-party cookies to report on user interactions on Google Analytics customers' websites. These cookies are used to store non-personally identifiable information. Browsers do not share first-party cookies across domains. For further information on the privacy policy concerning Google Analytics, please see <https://policies.google.com/privacy?hl=en-US>.

ACCOUNTABILITY

The Director at Large responsible for website and social media updates is responsible for confirming the accuracy of first and last names of individual members.

The Membership Secretary is responsible for the collection, secure storage, and proper use of club member information.

The Secretary is responsible for an annual review of, and any adjustments to policies and procedures regarding access to and protection of club member personal information

The CRBA does its best to ensure that all information is recorded accurately—if you notice any errors in our correspondence with you or if your personal information changes, please contact the CRBA Membership Secretary at secretary@capitalregionbeekeeper.ca to update your record.

If you do not wish to be contacted by phone, mail, or email, please contact us and we will ensure that your request is honoured.

If you have any questions about the CRBA's privacy policy or concerns about the way that your information is being used, please contact us.