



## The University of Winnipeg Retirees Association

### Privacy Policy

Adopted by the Board of Directors  
April 15, 2008

#### **Guiding Principles**

The Board of Directors of The University of Winnipeg Retirees Association ("UWRA") understands that privacy is a critical issue for all our Members. This privacy policy applies to UWRA and outlines our commitment to you and the procedures we follow to protect the confidentiality and security of Member personal information.

UWRA is committed to protecting personal information provided by its members. We believe that ensuring the accuracy, confidentiality, and security of the information we hold about our Members is more than simply a legal requirement -- it is an ethical obligation. We pledge that the personal information collected by UWRA about any of its members will be used exclusively for UWRA business. UWRA will not disclose or sell Member lists or personal information to Third Parties.

When Members provide personal information to UWRA for any reason, this information will be protected. Whether this information is in electronic or paper-based form, UWRA maintains strict security to safeguard it from unauthorized access, disclosure or misuse. When UWRA no longer needs your personal information, it will be deleted from our records. Generally, information will be reviewed and deleted within one year.

In the event that we transfer your personal information to any third party for processing (for example, mail distribution, conducting surveys, etc.), we require such party to protect our members' confidentiality in a manner consistent with our policies (such as by contract, written agreement or letter of guarantee), and as required by law.

The UWRA Privacy Policy shall be made available to all Members.

#### **Accountability**

While the Board of Directors is ultimately accountable for the protection of personal information, the overall responsibility for the protection of personal information, and compliance with this policy rests with UWRA Secretary.

UWRA is committed to ensuring that the appropriate security measures are employed in the transfer of sensitive personal information. However, when using e-mail or wireless communication, UWRA advises Members that complete confidentiality and security are not assured. UWRA is not accountable for any damages suffered when a Member transmits personal information through regular e-mail or wireless communication or when UWRA transmits information at the request of the Member.

The development of UWRA policies and procedures for the protection of personal information is an ongoing process. Changes in technology necessitate that UWRA continually develop, update, and review information protection guidelines and controls to ensure ongoing information security.

#### **Member Consent**

UWRA will obtain Member consent to collect, use or disclose any personal information. UWRA will make reasonable efforts to ensure that Members understand how their personal information will be used and disclosed. Member consent may be given orally, in writing, or electronically.

Members may withdraw or refuse consent provided that UWRA is given reasonable notice. Refusal or withdrawal of consent may prevent UWRA from providing service to the Member.