

ISACA Ottawa Valley Chapter Privacy Policy

v1.0 – August 15, 2009

The ISACA Ottawa Valley Chapter is committed to protecting the privacy, confidentiality, accuracy and security of members' personal information.

The ISACA Ottawa Chapter Privacy Statement is governed by the Personal Information Protection and Electronic Documents Act, S.C. 2000, c.5 (hereinafter "PIPEDA"). PIPEDA establishes rules that govern the collection, use and disclosure of personal information "in a manner that recognizes the right of privacy of individuals with respect to their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances."

A. Personal Information

Personal information is any information that would identify a member as an individual; it does not include information that is commonly seen on a business card that would enable an individual to be contacted at a place of business.

Personal information defined under PIPEDA includes, for example:

- Home address and phone number
- Medical and health information
- Social insurance number
- Birth date

B. Use of Personal Information

The Chapter collects personal information in order to fulfill its role as the legal bargaining agent for members and to provide membership services, including but not limited to the following:

- Maintain a complete record of membership in the Chapter;
- Maintain communication with members and respond to their inquiries;
- Collect and manage dues and assessments;
- Provide information about membership programs and benefits;
- Administer the Chapter business, convention and course registration, correspondence and research (including member surveys);
- Provide electronic and web-based information services (e.g. address changes, email bulletins).

Personal information may be collected, used or disclosed for any of the identified purposes set out above. The Chapter will not collect, use or disclose personal information except for the purpose of providing membership services unless the Chapter has obtained additional consent from the member(s).

C. Protection of Personal Information

The Chapter is committed to protecting members' personal information from unauthorized use or disclosure. This commitment means:

- Members will be advised of the purposes for the collection of information;
- Members' personal information will be used only for the purposes identified;
- Members' personal information will not be disclosed without permission unless required by law;
- Appropriate security measures are employed to ensure only authorized individuals have access to members' personal information;
- Personal information will be kept only as long as required;
- When personal information is no longer required it will be destroyed in a confidential and secure fashion.

D. Third Party Access

There may be instances where the Chapter provides certain personal information to a third party.

Where personal information is provided to a third party, the Chapter will require that the third party undertake to abide by the Chapter's privacy policy and secure any personal information from unauthorized or unintended use.

E. Privacy Officer

The Privacy Officer is responsible for ensuring the PEA's compliance with this policy and PIPEDA.

Members may direct any questions, concerns or complaints to the Privacy Officer. Requests for access or correction to personal information must be made in writing and provide sufficient detail to identify the personal information in question. Response to such requests will be within thirty (30) days. If, for some reason, the Chapter is unable to respond within this timeline, the member will be advised.

If the Privacy Officer is unable to resolve the concern, members may also write to the Office of the Privacy Commissioner of Canada.

Contact information for the Chapter's Privacy Officer:

Privacy Officer
ISACA Ottawa Valley Chapter
P.O.Box 2790, Station "D",
Ottawa, Ontario, Canada K1P 5W8
Phone (voicemail): 1-877-442-0066
Email: privacyofficer@isaca-ottawa.ca