



North Island Pride Society Board Policy	
ADM-02	Privacy Policy
Director Responsible	Entire Board
Date Board Approved	March 29, 2021
President's Signature	President (vacant) p.p. 
To Be Reviewed	2024

1.0 Objective

The objective of this policy is to respect privacy rights and ensure the society's compliance with BC's *Personal Information and Privacy Act* (PIPA) and Canada's Anti-Spam Legislation. The policy explains how the society collects, uses, and discloses personal information.

2.0 Policy Statement

The society is committed to protecting the privacy and security of the personal information of those with whom the society interacts. Safeguarding privacy is the responsibility of every member of the board.

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

3.0 Procedure

3.1 Collection of Information

The society only collects personal information from:

- Members
- Attendees
- Donors
- Donees
- Volunteers
- Others who have shown interest in the society

This information is collected by a variety of methods including phone, mail, email, social media, the society's website, and in-person.

3.2 Use of Information

The society uses personal information to better serve our members, to advocate for our causes, and to expand our community of support. This includes using personal information:

- To deliver services and provide information about events, membership, donations, and campaigns

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- To sell memberships and event tickets, and to solicit donations
- To thank supporters and fulfill membership and donor benefits
- To invite supporters to special events
- For audit purposes

3.3 Disclosure of Information

The society 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 you would reasonably expect it to be used. The society will not sell, rent, or share your personal information.

3.4 Storage of Information

Personal information is stored in our database(s) on a password-protected secure server and in hard copy files. Only authorized society personnel have access to this information.

3.5 Online Privacy

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

However, the society does collect statistical information using a program called Jetpack. Jetpack generates 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.

3.6 Accountability

The society 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 us at info@northislandpride.ca to update your file.

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 society's privacy policy or concerns about the way that your information is being used, please contact us.

4.0 Definitions

“personal information” means 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 an organization. Personal information does not include publicly available information about you in your capacity as an employee of an organization such as your name, job title, work mailing address, work email address, work fax number, or work telephone number.

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