

## **Greater Ottawa Water Garden Horticultural Society**

<http://www.ottawawatergardens.com>

### **Privacy of your information**

Karen Haddon on behalf of the Board of the GOWGHS

### **The issue of privacy of information is of importance at the GOWGHS**

Living as we do in an age where information is readily available electronically, people are justifiably concerned about who possesses their information and what others may do with that information. Also, we want you, as a member, to be confident that your information will be protected.

### **Information GOWGHS keeps about its members**

In our membership database we store your name, address, phone number and email address. We may also record the names of award winners, volunteers and the members of committees.

### **GOWGHS and membership information**

In its constitution, the GOWGHS is required to send you a notice of its annual general meeting by mail or email two weeks prior to our October meeting and so your address or email address is a necessary piece of membership information. Members are sent monthly newsletters via e-mail address or mailing address stored in the membership database.

### **Our membership list**

The membership list (containing names, street addresses, phone numbers and e-mail addresses) is circulated to the members of the Board by the membership chair. The list contains all members of the society. We do not circulate our membership list outside of the GOWGHS and the GOWGHS forbids the use of the list for non-GOWGHS purposes. Paper and electronic copies of our membership lists are placed in the GOWGHS archives.

### **GOWGHS publications**

Articles with the names and pictures of members are often published in the newsletter, yearbook and website, for example to recognize show winners. The GOWGHS will continue to do this unless a member specifies to the GOWGHS Membership Chair that his/her name not be published. The newsletter and yearbook are sent to members, but some non-members receive it as well. The website is in the public domain and selected articles from the newsletters and yearbooks are published there too. With respect to any GOWGHS publication and the GOWGHS

website, if articles contain personal contact information, (address, phone number and email) this information won't be published without the owner's permission.

### **Information related to GOWGHS events**

If you volunteer to coordinate an event for the GOWGHS such as a plant sale, pond social, pot luck supper, or show, naturally you will want contact information to be publicized. You may elect to have your name, phone number, and e-mail address publicized in the newsletter, yearbook, or on posters to serve as this point of contact. However, if you prefer, you may use the society's generic e-mail address for publicity: [GOWGHS@bell.net](mailto:GOWGHS@bell.net). Please contact the President if you prefer not to use your phone number as a point of contact; alternate arrangements will be made.

Regardless, your phone number and e-mail address will not be published on the website without your *express* permission.

### **Further steps that can be taken to protect information**

Send an e-mail to the President at [GOWGHS@bell.net](mailto:GOWGHS@bell.net) or by mail to 9 Dorey Court, Kanata, ON K2L 2V5

You can also request that the membership chair remove your e-mail address or phone number from the membership database; after all it's your information.

A list of members with specific privacy concerns will be sent to the President, Membership Chair, Secretary, Newsletter Editor, Yearbook Editor and GOWGHS Webmaster so that their concerns can be addressed.

### **Server Logs**

GOWGHS domain servers automatically collect some information about a visitor's computer or other access device, such as its Internet Protocol address or browser version, in their logs. This information is used in aggregate form for statistical purposes only.

Please contact Karen Haddon at [GOWGHS@bell.net](mailto:GOWGHS@bell.net) for any more information.