

Privacy Statement

GREATER OTTAWA WATER GARDEN HORTICULTURAL SOCIETY

INTRODUCTION

The Greater Ottawa Water Garden Horticultural Society (GOWGHS) is a not-for-profit organization with a volunteer Executive and Board of Directors whose object is to encourage interest and improvement in water gardening and horticulture in general.

Canada's Personal Information Protection and Electronic Documents Act (PIPEDA) sets out rules for the collection, use and disclosure of a member's or volunteer's personal information, as well as safeguarding that information in the course of its activity as defined in the legislation. Under PIPEDA, "Personal Information" means any information that is identifiable to an individual, including name, address, telephone number, Social Insurance Number, and date of birth. It also includes, but is not limited to, other information relating to identity, such as, nationality, gender, marital status, financial information and credit history.

COLLECTION AND USE OF PERSONAL INFORMATION

GOWGHS collects only that personal information required to keep track of memberships and communicate with its members. Personal information will be disclosed to only those Executive, Directors and committees, and/or Board of Directors that need to know the information.

From time to time, GOWGHS may announce the names of individual members or volunteers and their contact information at meetings or in booklets for sale to the public, for example, if they are hosting or organizing an event. As well, pictures or events of individuals may be shown at meetings or on the GOWGHS website. Any individual who does not want their name or picture or contact information to appear as described above is invited to inform the GOWGHS Board in writing at ottawawatergardens@gmail.com.

CONSENT

GOWGHS membership forms contain a statement that reads, "For your privacy, your name, address, phone number or email address will not be given out to any member or third party other than the Executive and Board of Directors."

A member may choose not to provide some or all of the personal information requested.

SAFEGUARDS

Personal information contained in GOWGHS electronic databases are password protected. As well, the Internet server or router has firewall protection to protect against virus attacks and hacking into the database.

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