

The Champlain Society Privacy Statement

Any personal information gathered by The Champlain Society regarding its members will only be used by The Champlain Society in a manner consistent with the implementation of policies and procedures in the [Personal Information Protection and Electronic Documents Act](#) (PIPEDA). The Champlain Society will conduct itself, in all areas of ongoing business and operations, in a manner which will protect all personal information collected, stored and used in such activities in a manner consistent with the mandate of PIPEDA.

Identification of purposes of collection of information

The Champlain Society will identify the purpose for the collection of personal information before it collects the personal information. The Champlain Society will use a “collection purpose” statement on documents and materials distributed when collecting any information which may be used to identify an individual.

Knowledge

The Champlain Society will not collect personal information about a member without a member’s knowledge and prior consent. Depending on the timing and/or purpose of the collection of information, it may employ one of two methods of collection:

1. An express consent option which will require members to provide information in a written manner indicating the purpose and voluntary agreement to provide this information.
2. A requirement of members to notify us to opt-out of the collection or use of personal information. The opt-out option will be used for the collection of information of a less-sensitive nature (such as being listed as a Member of the Champlain Society in the annual volume), allowing for a sufficient period of time for the individual to exercise their right to disallow their consent.

The Champlain Society will, for fundraising purposes, operate under the “opt-out method” as the method of consent. Subject to legal requirements, The Champlain Society understands and will comply with a “right to withdraw” consent to the collection, use or disclosure of personal information at any time. The Champlain Society will maintain an internal do-not-call list that applies to all our fundraising activities.

Limiting the collection of information

Only that personal information which it has acknowledged as required for operational or programing purposes will be collected by our organization. Each individual will choose what information to share with The Champlain Society and for what purposes it may use this information. The Champlain Society will only collect information fairly and lawfully, and directly from individuals. Each member has the right to provide as much or as little personal information as members choose to share.

Limiting use, disclosure and retention of collected information

Personal information will be retained as long as it is required to satisfy the intended purpose, and in compliance with any laws surrounding information retention. All purposes for which it intend to use personal information will be disclosed to members and should it identify a new situation requiring the

use of information, it will contact members prior to information being used with a view to gaining consent.

Accuracy of personal information

All the personal information collected by the Champlain Society comes directly from individual members themselves. Unless it is advised differently, the Champlain Society will generally assume this information to be accurate and complete. Although the Champlain Society does not regularly or routinely update personal information which has been provided to us, it does ensure opportunities exist for individuals to update their own personal information on an ongoing basis.

The Champlain Society website and the use of cookies

The Champlain Society collects information from site visitors through the use of cookies. "Cookies" are files or pieces of information that may be stored in computer hard drives when members visit any of our websites. Cookies are also used to remember that members may have already provided personal information to us and as a result, they help speed up future activities when accessing our website(s). The cookies are persistent cookies and reside on Internet browser for six (6) months. The Champlain Society does not share personal information obtained through cookies.

Most Internet browsers are initially set to accept cookies. If members do not wish to accept cookies, members can set to refuse cookies or to alert members when cookies are being sent. Please refer to software manual or Internet provider for instructions.

In some instances, members may have received a unique Client ID and created a password in order to use the secure portions of a Champlain Society website. Members are requested not to divulge Client ID or password to anyone other than The Champlain Society personnel (e.g. Customer Service assistance, if provided) and then only for the purpose of permitting them to provide service to members.

Safeguards for personal information

All means possible are used to protect and guard personal information on file with The Champlain Society. Access to information is limited to those with a "need to know".

Openness of our privacy policy and procedures

Transparency is a way of operating for The Champlain Society. Our policies and procedures are documented and open to all individuals. It will endeavour to communicate this Policy Statement and all related procedures, to the best of our ability, to all those individuals providing us with their personal information.

Right to access personal information

At any time, members are entitled to view the personal information on file with The Champlain Society. Upon receiving a request from members, it will advise members of the purpose for which it was collected, the disposition of the information and, if it has been disposed, how it did this. In order to access personal information it may have on members, please send written request to The Champlain Society. Please be sure to include as many details as possible to facilitate the processing of request in a timely manner.

Amendment of The Champlain Society Practices and This Policy

This statement is in effect as of 1 January 2017. The Champlain Society will from time to time review and revise its privacy practices and this Policy Statement. In the event of any amendment, an appropriate notice will be posted on The Champlain Society website. Policy changes will apply to the information collected from the date of posting of the revised Policy Statement to The Champlain Society's website as well as to existing information held by The Champlain Society.