

PRIVACY POLICY

This Privacy Policy describes the information privacy practices for the Greater Charlottetown Area Chamber of Commerce (the “Chamber”), and how the Chamber collects, uses and discloses personal information. This Privacy Policy is prepared in accordance with current privacy principles and reflects our commitment to maintaining the standards required of us and to protecting your personal information.

By using this site, you consent to the terms of this Privacy Policy and to the use of your personal information in accordance with this Privacy Statement. You will also be required to consent to the Chamber’s collection, use and disclosure as set out in this Privacy Policy before becoming a member of the Chamber.

Personal Information

Personal information includes any information about an identifiable individual. This includes information in any form such as a person’s e-mail address, home address and other information. It does not include the name, title or business address or business telephone number of an employee of an organization. The Chamber is accountable for all personal information in its possession or care.

Purpose of the Chamber’s Collection or Use of Personal Information

The Chamber does not collect personal information about individuals except when such individuals specifically provide such information on a voluntary basis. The Chamber may also collect anonymous information, such as web page traffic from visits to our website. This information is in an aggregate and anonymous form. The Chamber does not use cookies to identify repeat users.

The Chamber provides services and opportunities for members to enhance their ability to do business. In order to meet these goals, the Chamber collects, uses and discloses personal information as permitted by law for the following purposes:

- To process applications for membership in the Chamber;
- To process applications for member benefits;
- To process registrations for an event;
- To process applications to participate on a Chamber volunteer committee or the Board of Directors;
- Processing payments to the Chamber;
- Listing contact information for your company in the Chamber’s directories and other listings of members contact information;
- Communicating with you in respect of Chamber matters including email newsletters, updates and surveys;
- To advocate and represent the interests of members in various forums;

- To promote members' businesses;
- To provide training and networking opportunities for its members;
- To generate statistics on services provided by the Chamber;
- To maintain complete and accurate files, and to comply with all requirements and legislation of funding and licensing bodies; and
- To comply with all lawful requests for government agencies.

Disclosure of Personal Information

Unless required to do so by law, the Chamber does not currently disclose the personal information under its control to any other parties. It does not trade, sell, barter, or give away this information to anyone. Should it be necessary in the future to make such a disclosure, the Chamber will not do so without the express consent of the individuals involved.

We may disclose personal information as reasonably necessary to provide the Chamber products and services, and to carry out Chamber procedures as they may apply to you including:

- Publication in the Chamber directory;
- To facilitate your receipt of services as a member;
- To process your payment with financial institutions;
- To create member attendee lists for events for our sponsor organizations;
- To contractors and agencies that work with the Chamber to provide our products and services to you, and who may follow up to seek your input and advise you about products and services of the Chamber; such contractors and agencies will be provided with access to personal information as needed to perform their functions, but we shall not authorize them to use your personal information for other purposes;
- To contractors and agencies employed for processing of data (e.g. hardware and software support);
- To enforce the terms and conditions of the Chamber's web site, or protect the rights, property, or safety of the Chamber, our visitors or others, or to collect a debt from you.

Your personal information is not otherwise disclosed beyond the Chamber without your consent and is shared internally only when it is required as part of the performance of the duties of the individual seeking access.

Consent for the Collection, Use and Disclosure of Personal Information

When individuals seek the membership with or the services of the Chamber they provide their personal information expressly through a registration process. The Chamber then has access only to the personal information provided by the registered user or member that is required to fulfill the purposes stated above. An individual may withdraw their consent at any time upon reasonable notice, subject to legal or contractual restrictions.

Please note however, that withdrawing consent may affect our ability to continue to provide an individual with services. Individuals providing personal information to us through a website or email communication will be considered to have consented to the collection, use or disclosure of such information in accordance with this Privacy Policy. The consent of an individual, whether express or implied, may be withdrawn at any time.

Collection, Use and Disclosure of Personal Information

The Chamber makes every effort to ensure the personal information it collects, uses and discloses is as accurate and up-to-date as is required to fulfill the purposes listed above. If an individual's personal information requires amendment, they must contact the Chamber to ensure that the correction is made. Individuals who provide personal information to the Chamber are expected to verify routinely that their information is up-to-date and accurate in order to ensure timely communication and accessibility to services.

The Chamber is committed to ensuring that personal information is protected from unauthorized access, unintended disclosures or theft. This protection is provided by firewalls in the computer system, passwords to protect databases, encrypted e-mail, locked filing cabinets and limited access to certain work areas. The Chamber will retain your personal information as long as you are a member. If your membership ends, we may use and disclose your personal information as required and permitted by law, to conclude any outstanding matters relating to our membership with us, and to seek your input and advise you about products and services of the Chamber that may interest you. If you do not wish to receive any such further information, please contact us. The Chamber will also retain your personal information as necessary to satisfy any potential legal obligations we may have. This website may contain links to other sites. The Chamber does not endorse or otherwise accept responsibility for the content or privacy policies of these sites.

Access to personal information held by the Chamber

Individuals have a right to access their own personal information in the possession and control of the Chamber. They also have a right to know if their information has been disclosed to any third parties. If individuals wish to access their personal information, or to express a concern or challenge relating to their personal information, they need to contact the Privacy Officer of the Chamber in writing at the below mailing or e-mail address. The Chamber reserves the right to charge a reasonable fee for the copying of this information.

The Privacy Officer of the Chamber is:

127 Kent Street
Charlottetown, PE C1A 7K2

(902) 628-2000

[insert email address if applicable]

These terms and conditions may change at any time. You should periodically visit this section to review the current Privacy Policy.