



LEAVE A LEGACY™ Privacy Statement

The Greater Vancouver and surrounding area Chapter of the Canadian Association of Gift Planners (CAGP) (the "Chapter") in its delivery of the LEAVE A LEGACY initiative for Greater Vancouver is committed to respecting your privacy and protecting your personal information. In general, personal information includes, but is not limited to, your name, age, residential address and phone number, email address, and identification number. **Personal information does not include job titles, names, addresses and websites of organizations, and organization phone/fax numbers.** The handling of all personal information by the Chapter is guided by the ten principles of the Canadian Standards Association Model Code for the Protection of Personal Information ("Model Code"). We are committed to protecting your privacy whether you are browsing our website for information, or interacting with us directly. You have the right to know what personal information we collect, as well as how and why it is used. It is also your right to choose whether or not you wish to provide us with this personal information. Please read this Privacy Statement carefully so that you may understand how your personal information is managed. As our organization continues to expand, changes to our privacy policy may be required. The Chapter will notify you of any significant changes and will obtain your consent before using your personal information for purposes other than the reasons it was originally collected.

What information does the Chapter collect?

When you apply for partnership in the LEAVE A LEGACY Greater Vancouver program with the Chapter, you are asked for personal information such as your name and contact information. When required, you may be asked for specific personal information, such as documented proof of a name change. Accurate and up-to-date personal information collected for specific purposes helps us to improve our services and to better serve our partners. The personal information we collect will only be used for the purposes originally stated, unless additional consent is obtained.

How does the Chapter use the information that is collected?

Internal Use – The Chapter recognizes the importance of being able to reach our partners in the LEAVE A LEGACY Greater Vancouver program in a timely fashion, using a variety of communication vehicles. We often communicate with our partnership regarding Chapter and LEAVE A LEGACY program activities, as well during the annual partnership dues process. As a result, we require current contact information and email addresses. Any personal information provided to us will remain confidential in accordance with the Model Code. We may also use contact information for other purposes, for example to review demographic information and for statistical analyses to develop services that are likely to be of interest to our partners.

Disclosure to Third Parties – The Chapter may release limited data to third parties, to university departments, or to members involved in research activities. Data released for this purpose includes names, business addresses and specialties, but does not include business phone/fax numbers, or email addresses. Our agreements with these organizations restrict use to approved purposes. The Chapter does not sell or rent member information to telemarketers, mailing list brokers, or pharmaceutical or medical device companies. Like other organizations, the Chapter does hire external companies to provide certain administrative services that require access to partner information. These services include document management services, credit card payment processing, and mailing and distribution services. In addition, the Chapter shares statistics and non-personal information with the media, other medical organizations, government agencies and other third parties. This data does not allow anyone to identify partner names or link to other personal information. Finally, the Chapter may release personal information when we are required to do so by law, or in situations where we need to protect the Chapter's rights or property. We reserve the right to contact the appropriate authorities at our discretion when activities appear to be illegal or inconsistent with our policies.

How does the Chapter obtain your consent to collect personal information?

The Chapter respects your right to privacy. For this reason, we obtain your consent whenever your personal information is collected. Depending on the nature of the information, your consent may be collected on a form, within a letter, or verbally. In some instances, we rely on implied consent. You have the right to withhold consent if you do not wish the Chapter to collect your personal information.

How does the Chapter protect your personal information?

The Chapter is committed to ensuring the protection of your personal information. Security measures are in place to protect our computer systems, and your files

from unauthorized access and use. The safeguards used vary, and depend on the sensitivity of the information being protected; that is, a higher level of protection is used to safeguard more sensitive information. Organizational measures include security clearances and restricting access to data. Technological measures include passwords for all users in order to gain access to computers, separate passwords for access to the database, firewalls, and software programs that detect intrusion attempts and viruses.

How can you update/correct your personal information at the Chapter?

Having accurate information allows us to provide the best possible service to our partners. Please ensure that your account profile under "Partner Login > Update Your Profile" is current for yourself and your organization. Your account profile is used to not only populate the important information of your organization in the Partner Directory of our website but helps to keep your contact coordinates up-to-date for LEAVE A LEGACY Greater Vancouver. To request login access, please email partner@leavealegacyvancouver.com

Do you have any questions/concerns about your privacy?

You have the right to challenge our personal information practices. If an error or omission in your personal information has occurred, the Chapter will amend the information as required. If you have any questions, concerns, or problems regarding privacy, confidentiality or the handling of a request for information, please contact the Chair of the LEAVE A LEGACY Program in Greater Vancouver at chair@leavealegacyvancouver.com.