

Atlantic Salmon Federation Privacy Policy

ASF is committed to maintaining the integrity and security of your personal information. ASF voluntarily adheres to the Personal Information and Electronic Documents Act (Canada)

What will ASF use your personal information for?

Your personal information is collected so that we can provide you with the latest information on our organization. Members of ASF may receive materials such as information packages, special offers, renewal notices, magazines, tax receipts or messages sent by e-mail.

ASF will, on occasion, provide your name and address, to organizations that are compatible with our mission and philosophies. If you do not wish to have your name provided to these organizations, please contact us at 1-800-565-5666 or by email: krouse@asf.ca

When is your personal information collected?

Personal information is collected from individuals when provided to us voluntarily and knowingly. Personal information is collected via ASF's various membership application forms, special events, when purchasing ASF merchandise or publications. Personal information requested may include:

- Your name
- Your e-mail address
- Your street address, city, province/state, country, postal code/zip code, telephone and fax numbers
- Credit card information

Information may be collected through the use of printed and electronic forms.

Keeping your information current

If your personal information has changed, or to remove any portion of your personal information, please call 1-800-565-5666, or email membership@asf.ca and our staff will be happy to update your personal information as required.

Who may have access to your personal information?

ASF staff maintains control over access to your personal information. Every effort will be made to keep your personal information safe and secure.

Does ASF disclose your personal information to anyone else?

Personal information will not be disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. We will never willfully disclose individually identifiable information about members or users to a third party if the donor has requested otherwise.

External Links

The ASF web site provides links to third party sites. ASF does not control the content of these web sites and we would encourage you to review their privacy policies.

Secure Server Software

Secure server is in place.

Cookies

Our Web site does not use cookies

Changes to this privacy policy

All changes to this privacy policy will be posted on www.asf.ca

Do you have any questions or comments?

If you have any questions about ASF's privacy policies please contact Kirsten Rouse at 1-800-565-5666 or krouse@asf.ca

Addendum July 2014. On July 1, 2014, Canada implemented an “Anti-Spam Law” intended to reduce unsolicited, non-personal emails and phone calls - making them illegal. ASF’s interpretation of the law using information from the CSA website (fightspam.gc.ca/eic/site/030.nsf/eng/00304.html) is; implied consent is given to ASF by volunteers, donors and members who have corresponded with us recently. ASF interprets “recent” to include volunteers, donors and members who have been in touch with ASF within the last two years. As such, ASF will continue to use email to reduce waste and realize cost savings to correspond with those constituents. In all of our email correspondence the Atlantic Salmon Federation is well identified and an opportunity is provided for our constituents to ‘opt out’ of email correspondence.

Updated July 22, 2014

Privacy Policy ~Internal Audit *Updated July 22, 2014*

How do we collect information?

Through annual membership renewals, member acquisition mailings, conservation fund mailings, and special event.

Where do we keep information?

Computer database (Raiser's Edge) accessible only by password by four staff members (development). Hard copies are kept in filing cabinet in a locked storage room with keys held by two staff members.

How is information secured?

Database by passwords held by four staff members. Filing cabinets locked – two keys held by development office staff. Credit card details are processed and retained through Blackbaud Payment Services and are stored in a PCI Compliant format; showing only the last four digits.

Obtain Consent.

Consent is implied. Members will be given ample opportunity through their membership renewal, magazine and web site to have their names removed from mailing lists and their record will be coded as such. They can also contact the development office at 1-800-565-5666 or by email: krouse@asf.ca

To whom is it disclosed?

Information is used internally by development staff for membership services i.e.; provide the latest information on our organization. Members of ASF may receive materials such as information packages, special offers, renewal notices, magazines, tax receipts or messages sent by e-mail.

ASF will, on occasion, provide names and addresses to organizations that are compatible with our mission and philosophies.

When is the information disposed of?

If we discover that the information is out date the file is deemed inactive. Paper files and copies of receipts are kept for seven years.

Define your Privacy Policy

ASF has its Privacy Policy posted on our web site and copies are available to all members by request. A copy of this policy is attached.

Do we limit its collection, use and disclosure?

ASF's policy is to refrain from trading information with other organizations. However, we will occasionally provide names and addresses to organizations that are compatible with our mission and philosophies.

Ensure information is correct, complete and current.

With each renewal, members have the opportunity to update their personal information. They can also do this by calling 1-800-565-5666 or emailing membership@asf.ca

Do we have adequate security measures in place?

Database is limited to four staff members by passwords. Physical files are accessible only through two keys and room is kept locked. Information is not shared with other organizations without the prior consent of the Executive Director, Development.

Develop or update retention/ destruction timetable.

System in place.

Process access request & Respond to inquiries and complaints

Requests for access and any complaints should be directed through the Privacy Officer; Kirsten Rouse, by calling 1-800-565-5666 or via email: krouse@asf.ca

Include a privacy protection clause in contracts to guarantee that a third party provides the same level of protection as your organization.

Prior to sharing information with compatible organizations, the Privacy Officer will review their privacy policy as well as ours.

Inform and train staff on privacy policies and procedures.

Development staff was involved in internal audit and policy development. Remaining staff has been updated at 2014 staff meeting.

Make information available on privacy policy to clients and customer.

Will be posted on the web site and copies are available from the Privacy Officer on request.