

# The Manitoba Association of Landscape Architects

a component organization of the Canadian Society of Landscape Architects

## Privacy Policy for Members

### ***Our Commitment to Privacy***

The Manitoba Association of Landscape Architects (the Association) is committed to maintaining the security, confidentiality and privacy of your personal information. This Privacy Policy documents our on-going commitment to you, and has been developed in compliance with relevant privacy legislation.

### ***Scope of Policy***

The Policy applies to the Association and its collection, use and disclosure of personal information relating to its members. It addresses personal information about individuals only, and does not apply to any information collected, used or disclosed with respect to corporate or commercial entities.

This Policy does not impose any limits on the collection, use or disclosure of the following information by the Association:

- Your business contact information; and
- Certain information which is publicly available (such as information in telephone directories and public registries).

### ***Accountability***

The Association is responsible and accountable for personal information under its control and has designated a Privacy Officer who is responsible for the Association's compliance with this Policy. Contact information is provided at the end of this document.

### ***Purposes***

The Association collects personal information for the following purposes:

- (a) to allow the Association to communicate with members and others;
- (b) to provide various services and benefits to members and others;
- (c) to maintain information about special skills and abilities of members;
- (d) to carry out Association procedures such as committee participation and elections;
- (e) to conduct member surveys in order to improve programs and services; and
- (f) to comply with its obligation at law and under the Association bylaws.

This information may be disclosed to third parties for these purposes. Disclosure might be to the public (e.g. special skills of members) or to persons providing services to the Association (e.g. data processors). The Association does not share your personal information with others who may wish to solicit your participation or membership or offer products or services to you.

The above collections, uses and disclosures are a reasonably necessary part of your relationship with the Association as a member.

You may instruct the Association to refrain from using your personal information to contact you regarding special events or programs being offered by the Association. The Association acknowledges that it will not refuse you access to any product or service merely because you advise the Association to stop using your personal information in these ways.

When personal information that has been collected is to be used for a purpose not previously identified, the Association will identify the new purpose and obtain your consent unless the use is authorized or required by law.

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## **Consent**

The Association will obtain your consent to collect, use or disclose personal information except where the Association is authorized or required by law to do so without consent. For example, the Association may collect, use or disclose personal information without your knowledge or consent where:

- The Association is collecting or paying a debt; or
- The Association is obtaining legal advice.

Other exceptions may apply.

Your consent can be express, implied or given through an authorized representative such as a lawyer, agent or broker.

Consent may be provided orally, in writing, electronically, through inaction (such as when you fail to notify the Association that you do not wish your personal information collected/used/disclosed for various purposes after you have received notice of those purposes) or otherwise.

You may withdraw consent at any time, subject to legal, contractual and other restrictions, provided that you give reasonable written notice of withdrawal of consent to the Association. On receipt of written notice of withdrawal of consent, the Association will inform you of the likely consequences of the withdrawal of consent, which may include the inability of the Association to provide certain services for which that information is necessary.

## **Limits on Collection of Personal Information**

The Association will not collect personal information indiscriminately, and will limit collection of personal information to that which is reasonable and necessary to provide its services and which is reasonable and necessary for the purposes consented by you. The Association will also collect personal information as authorized by law.

## **Limits for Using, Disclosing and Retaining Personal Information**

Your personal information will only be used or disclosed for the purposes set out above, and as authorized by law.

The Association will keep personal information used to make a decision affecting you for at least one year after using it to make the decision.

The Association will destroy, erase, or make anonymous documents or other records containing personal information as soon as it is reasonable to assume that the original purpose is no longer being served by retention of the information and retention is no longer necessary for legal or business purposes.

The Association will take due care when destroying personal information, so as to prevent unauthorized access to such information.

## **Accuracy**

The Association will make a reasonable effort to ensure that your personal information is as accurate, complete and current as is necessary to fulfill the purposes for which it was collected.

If you notify the Association that your personal information is inaccurate or incomplete, it will be amended as required. If appropriate, the Association will send the amended information to third parties to whom the information has been disclosed.

When a challenge regarding the accuracy of your information is not resolved to your satisfaction, the Association will annotate the personal information under its control that the correction was requested, but not made.

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## ***Safeguarding Personal Information***

The Association protects the personal information in its custody or control by making reasonable security arrangements to prevent unauthorized access, collection, use, copying, modification, disposal or similar risks.

The Association will take reasonable steps to ensure that a comparable level of personal information protection is implemented by any suppliers or agents who assist in providing services to you or to the Association. These safeguards include physical, administrative, or electronic security measures. Investigative measures will be taken if the Association has reasonable grounds to believe that personal information is being inappropriately collected, used or disclosed.

## ***Openness***

The Association is open about the policies and procedures it uses to protect your personal information, and will disclose information about them in writing at your request. Furthermore, the Association will provide a description of the type of personal information it holds, along with a general description of its use and disclosure.

## ***Access***

You have a right to access your personal information. Upon written request, and authentication of your identity, the Association will provide you with any personal information it currently holds, except where the law requires or permits this access to be denied. It will also give you information about the manner in which your information is being used, and a description of the individuals and organizations to whom that information has been disclosed. Such information will be made available within 30 days, or the Association will provide written notice where additional time is required to fulfill the request.

In the event that an access request is refused, the Association will notify you in writing, giving the reason for refusal and outlining further steps which are available to you.

## ***Complaints***

In the event of a complaint, the petitioner would forward his or her complaint to the MALA office where it would be reviewed by the President. A report would then be made to the Executive Council on recommended actions. Council would then approve these actions and a log of the process would be filed.

Any enquiries, complaints or questions regarding this Policy should be directed in writing to the Privacy Officer. Contact Information:

Valerie Lindberg, Executive Director  
Manitoba Association of Landscape Architects  
131 Callum Crescent  
Winnipeg, Manitoba  
R2G 2C7

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