

PRIVACY POLICY

Policy Objective

To protect the privacy and confidentiality of personal information that is collected over the Internet, on the telephone, by email, or in the office and to set procedures that guide the handling of all personal information collected.

Policy Statement

Personal information is collected only with permission; this information is only used for the purpose identified at or before the time of collection. Personal information is protected by security measures appropriate to the nature of the information collected. When anyone visits the web site, makes contact by telephone or email or visits the office, they may choose to provide personal information for the specific purpose of making inquiries and/or purchasing goods and services. All names, addresses, telephone numbers, email addresses and/or website addresses pertaining to a business/organization are not considered to be personal information

The Privacy Officer is Lori Clayton (Office Manager) and can be contacted by email lori@newmarketchamber.ca

Policy Application

Personal information is retained only as long as necessary to provide the requested product, service or information. Inactive personal information will be archived or destroyed.

Personal information is shared with third parties only when necessary, for example; consultants, subcontractors and professional advisers. If information is shared, all third parties are required to protect the information in a manner that is consistent with this privacy policy.

This Privacy Policy will be posted on the Chamber web site. Questions about the handling of personal information may be directed to the privacy officer. By written request, an organization or individual will be informed of what personal information the Chamber has, what it is used for and, in cases where it has been disclosed, to whom it has been disclosed. Further action may be taken to review, edit, or remove their personal information

All staff will comply with this Privacy Policy and training will be provided as needed.

Newmarket Chamber Board Policy

Approved by the Newmarket Chamber Board on January 17 2018