



Alberta Family Histories Society

PRIVACY POLICY

1. INTRODUCTION:

Alberta Family Histories Society is a non-profit organization formed in 1980, incorporated in Alberta, and registered with Revenue Canada as a charitable society. The society's aims are:

- (a) To promote the study of family history and world wide genealogical research;
- (b) To encourage and instruct members in accurate and thorough family history research;
- (c) To assemble, preserve, print and publish information relevant to family history study;
- (d) To raise funds for any of the foregoing objects, and to accept donations, gifts, legacies and bequests;
- (e) To use any profits or other accretions to the Society in promoting its objects without material gain for its members.

2. POLICY STATEMENT

Alberta Family Histories Society respects the personal information that you have provided on this form. We have a stated Privacy Policy for the usage and the safeguarding of this information. A copy of the Privacy Policy can be read and copied from the AFHS website or a paper copy can be obtained from the Privacy Contact Person, the Membership Secretary, or at the AFHS Office at the address above. We have a Privacy Contact Person who will address any concerns that you might have.

3. DEFINITION OF PERSONAL INFORMATION

Personal information under this policy is defined as in Alberta's Personal Information Protection Act (Statutes of Alberta 2003, Chapter P-6.5, with amendments in force known as P.I.P.A.) Personal Information is any information that can identify you. (This does not include business contact information.)

4. COLLECTION & MANAGEMENT OF PERSONAL INFORMATION

4.1 Collection and Use of Personal Information:

The Alberta Family Histories Society is required to collect information about its members by the societies act. A.F.H.S. uses this collected personal information from members to carry out its everyday activities, for example, to inform and contact members and volunteers, to mail out newsletters and journals, to process and distribute publication orders, to inform and contact volunteers, for library circulation related needs or to research and answer genealogical queries from members and the public. Some personal information collected by the A.F.H.S will also be of historical value to the society.

4.2 A.F.H.S. does not sell, lease or rent the personal information it collects, nor is this personal information used for other than A.F.H.S. activities and goals.

4.3 Members, volunteers and visitors of A.F.H.S. are advised of the privacy policy, and of any changes to it.

4.4. An A.F.H.S. privacy statement is included in membership applications, on the website, on volunteer phone lists, etc. so that anyone submitting or using personal information is made aware of the A.F.H.S. privacy policy.

5. PRIVACY OFFICER:

5.1 A privacy officer will be appointed by the A.F.H.S. board for each year. Contact information for the officer will be shown in the newsletter, on the website and on application forms, etc. so that the officer can be easily contacted about any questions or concerns relating to the A.F.H.S. policy or practices.

5.2 The officer will report to the board regularly on any concerns or written requests regarding personal information.

5.3 Any member of A.F.H.S. may request access to the information collected about them by contacting the privacy officer.

5.4 If you believe that information about you is not accurate or as complete as it could be, please get in touch with the privacy officer so A.F.H.S can update your information.

6. MAINTENANCE, STORAGE, AND DISPOSAL OF PERSONAL INFORMATION:

Personal information will be stored in a responsible manner, in locked cabinets, or in password access electronic databases. Access to personal information will be limited to those needing this information for society purposes. Once personal information is no longer needed for society activities or for its historical value, or for business or legal reasons, the A.F.H.S. will dispose of this carefully, for instance, by shredding documents.

7. POLICY REVIEW:

A.F.H.S. will review its privacy policy regularly, and update it as necessary.

2011 A.F.H.S. Privacy Policy Contact Information

Privacy Officer - Kay Clarke - clarkekgk#@telus.net