

**CURAC PRIVACY POLICY:
Policy on CURAC's Use and Protection of Personal Information**

I PRINCIPLES AND DEFINITIONS:

I.1 The College and University Retiree Associations of Canada (CURAC) is committed to protecting personal information provided by affiliate and associate members.

I.2 CURAC may collect personal information about the following categories of individuals (but not limited to them): members of CURAC's Board, of its sub-committees, or of its task forces; those who join CURAC as representatives or delegates of a member-association or of a corporate affiliate; individual associate members; those contacting CURAC to request information or assistance, or to register for conferences; and those who supply information or text for distribution by CURAC.

I.3 The personal information about any of the above individuals collected by CURAC (normally limited to name and current address) will be used exclusively for CURAC business.

I.4 If you provide personal information to CURAC for any reason, this information will be protected. Whether this information be in electronic or paper-based form, CURAC maintains strict security to safeguard it from unauthorized access, disclosure or misuse. When we no longer need your personal information, it will be deleted from our records. Normally this information will be reviewed, and deleted (as above) within one year, as monitored by the CURAC Privacy Officer.

I.5 In the event that we transfer your personal information to any third party for processing (for example mail distribution), we require such party to protect our members' confidentiality in a manner consistent with our above policies, and as required by law.

II CURAC'S WEB SITE AND PRIVACY

II.1 CURAC is committed to respecting the privacy of all visitors to our Web site. CURAC's policy is to collect no personal information about you when you visit our Web site unless you choose to provide that information to us.

II.2 If during your visit to CURAC's Web site you only browse through it, read pages, or download information, our site may automatically collect and store certain information about your visit. This information does not identify you personally, and it includes only: a) the Internet Protocol (IP) address from which you access CURAC's Web site; b) the date and time when you access our site; c) the Web-pages you visit; d) the length of time of your visit; and e) the Web browser you are using. We may use this information for statistical analysis to help us make the CURAC Web site more useful to visitors.

II.3 You need not reveal personal information in order to visit our Web site. If you choose to provide us with information about yourself by means of an e-mail or any other Internet form of message in order to make a specific request, we will maintain this information while it is needed to respond to your question, or to fulfill the stated purpose of your communication. When no longer needed, this information will be deleted, as in **I.4** above.

II.4 For security purposes, CURAC's Web-hosting service supplier may monitor network traffic in order to identify unauthorized attempts to upload or change information, or to otherwise cause damage. No effort is made to link the information received by this supplier's software with the identity or address of an individual visiting our site, unless an attempt to damage a site has been detected.

II.5 CURAC may decide in future that its Web site should use cookies (files that a Web site can send to your browser, to help the server recognize you on a future visit). Cookies, if used, will not store any personal information, and will be deleted at the end of your visit.

III CONSENT

III.1 CURAC accepts the following two methods as your consent for existing and future collection, use and disclosure of your personal information for purposes identified above:

- a.** Your express written consent or oral consent to CURAC, as obtained through an application process; and
- b.** Your implied consent to CURAC, signified by requesting information, assistance, or the delivery of a product or service.

III.2 The achievement of CURAC's objectives involves communicating with its membership. If an individual member does not consent, then his/her personal information shall be used by CURAC for purposes of communicating with the member only, and for identified purposes, and shall not be provided to anyone else.

IV QUESTIONS AND COMPLAINTS

Members who may have a question or complaint related to this Privacy Policy or to any of its procedures should contact our Privacy Officer, through our Web-site.

V CURAC PROCEDURES FOR POLICY ENFORCEMENT

The CURAC Board shall appoint a Privacy Officer for three years, preferably not a member of the Board, who shall carry out the following functions:

- a.** to ensure that the Privacy policy is being followed, including the regular deletion of personal information from the CURAC web-site;
- b.** to answer questions and deal with complaints;
- c.** to report annually to the Board on the carrying out of the above functions; and
- d.** to refer to the Board at other times when necessary concerning the above functions.

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