

PRIVACY POLICY

INTENT

The purpose of this policy is to provide details about how LAA safeguards the privacy, confidentiality, and security of our members' personal information.

POLICY

The board shall:

- Collect personal information from members for the sole purpose of developing programs, services and activities of the association (see types of personal information collected, below.)
- Ensure the right of any member to refuse to provide the information requested. (See Privacy Rights of LAA Members, below).
- Protect member information by holding it in a pass code-protected database, available only for use by LAA staff in the conduct of the Association's regular business.
- Share information only under the following circumstances:
 - **With Third Party Suppliers** whom we hire to perform services on behalf of the Association and our members. We provide a limited amount of information in order that they may provide services including, but not limited to, accounting, library research approved by the LAA Board of Directors, products and services developed for member benefit, and our own market research. They are prohibited from using information for purposes other than to carry out the service they have been engaged or approved to provide. These third-party suppliers are not permitted to disclose this information to others. Sharing this information with these third parties is critical to LAA providing the best service possible to our members and to our ability to fulfill the Association's mandate.
 - **When Permitted or Required by Law.** LAA is compelled to disclose personal information in response to a law, regulation, court order, subpoena, valid demand, search warrant or other legally valid request or enquiry. We may disclose information to our accountants, auditors, agents, and lawyers in connection with the enforcement or protection of our legal rights. We may disclose information to various regulators in order to comply with regulatory requirements to which we are subject. This helps to ensure that our business practices are honest and ethical.

PROCEDURES

1. Personal information is used to:

- identify members;
- serve members' professional needs;
- establish membership and to maintain, record and store membership information;
- execute transactions;

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- provide ongoing services;
- to develop and offer additional products and services we feel may be of interest to members; and
- meet our legal and regulatory requirements under Canadian law.

2. Types of Personal Information Collected:

- Personal and other information provided in membership and registration forms.
- Information provided in e-mails or contract forms sent to LAA.
- Personal information provided in response to surveys and other research tools.
- Transaction information necessary to maintain accurate business relationships that are open and transparent for auditors to determine the correctness and fairness of our dealings with members.
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3. LAA Members may:

- request access to personal information held by the Association;
- confirm the accuracy and completeness of the information;
- opt out or withdraw consent that allows us to share personal information in certain circumstances (for example, sharing of personal information with our associate members at conferences); and
- withdraw consent given at any time by contacting us by e-mail or telephone at the address and number noted below. However, a decision to withdraw or revoke consent may limit the products or services that we are able to provide to members.

RESPONSIBILITY AND ACCOUNTABILITY

This policy will be reviewed by the Governance Committee of the Library Association of Alberta every two years.

REVIEW HISTORY

- Last reviewed and approved April 2023.

RELATED DOCUMENTS:

- n/a