



RIDGE MEADOWS RECYCLING SOCIETY

Policies and Procedures

PRIVACY

POLICY

The Society takes privacy seriously and has implemented various measures to protect personal information as defined by the Office of Privacy Trade Commissioner of Canada www.privacyforbusiness.ic.gc.ca

PROCEDURE

The Society:

- 1.0 Collects personal information when individuals apply to become an RMRS member, a member of RMRS Board of Directors, a volunteer or recycling supporter.
- 2.0 Uses information for the following general purposes: to customize the services and communications provided to its customers, improve its services, contact its customers and other stakeholders and conduct research.
- 3.0 Does not sell or share personal information about stakeholders with other people or organizations.
- 4.0 Will revise or remove personal information from the Society database at any time upon stakeholder request of the Executive Director.
- 5.0 Reserves the right to send stakeholders communications relating to the Society's service such as event announcements, administrative messages, and publications unless advised not to do so.
- 6.0 Limits access to personal stakeholder information to personnel and Board members who may reasonably need this information in the provision of Society products or services.