



Preserve Our Wrecks, Kingston **Privacy Policy and Practices**

POW regards the maintenance of members' privacy as a high priority. It is our policy to ensure this in all our operations as a matter of policy. The Organization acknowledges its responsibility to ensure the confidentiality of personal information shared, stored or transmitted in the course of our business, and which our members might reasonably expect us to keep private. POW undertakes to use members' personal information only for essential administration or to ensure communication between POW and its members.

Specifically, POW:

- **Safeguards members' information from unauthorized access.**
- **Honors members' requests to remove their names from our telephone, e-mail, or mail solicitation lists promptly.**
- **Strives to keep member records current and accurate.**
- **Collects, maintains and uses member information only insofar as it is necessary to provide the most helpful and personalized services to members.**
- **Responds promptly to members' requests for details of their personal information on file with POW.**
- **Any information provided will remain strictly confidential. POW will never distribute, rent or sell e-mail addresses or other personal information to any third party**

In support of our commitment to privacy, POW has developed a Privacy Code that adopts and follows the Canadian Standards Association Model Code for Protection of Personal Information – approved member information principles to guide business decisions and to earn our member's trust. These principles seek to balance the application of information age technologies with the privacy concerns of members. The Privacy Code goes directly to addressing the following concerns:

Accountability

POW is responsible for personal information under its control and for designating individual(s) accountable for compliance with the following principles. The purposes for collecting personal information shall be identified at or before the time the information is collected.

Consent

The knowledge and consent of the individual affected are required for the collection, use, or disclosure of personal information, except where inappropriate. The collection of personal information shall be limited to that which is necessary for the purposes identified by POW. Information shall be collected by fair and lawful means. Limiting use, disclosure, and retention; personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

Accuracy

Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

Safeguards

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

Openness

POW will make readily available to individuals specific information about its policies and practices relating to the management of personal information. Upon request, an individual will be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual can challenge the accuracy and completeness of the information and have it amended as appropriate.