MFEAT Privacy Policy

Statement:

Information collected by MFEAT is intended to identify MFEAT members, supporters of the organization, individuals affiliated with similar organizations, and related professionals. Information retained allows the Board of Directors (the "Board") or its sub-committees to conduct MFEAT business. The MFEAT Board takes the privacy of individuals seriously and will not disclose personal information without express written consent from that individual. The information collected by MFEAT will not be provided to third parties and only designated members of the Board will have access to personal information retained by MFEAT.

1. Accountability

MFEAT is responsible for maintaining and protecting information under its control. In fulfilling this mandate, MFEAT designates the Vice-President as the Board Member accountable for compliance with this Privacy Policy.

2. Designation

The following Members of the Board will have access to personal information retained by MFEAT:

- President
- Vice President
- Board Member who chairs the PR and Marketing Sub-Committee
- Board Member who chairs the Advocacy Sub-Committee
- Board Member compiles the MFEAT Newsletter
- Board Member who chairs the MFEAT annual Conference Sub-Committee
- On approval by the Board, any Board Member as designated the President or Vice-President to conduct MFEAT business

3. Identifying Purposes

The purposes for which personal information is collected must be identified before or at the time the information is collected. Information is collected solely for the purpose of conducting MFEAT business, which primarily entails the communication of important information from the Board to its membership or to inform interested individuals of upcoming MFEAT-sponsored events. MFEAT will clearly indicate when information is collected for purposes other than MFEAT business.

4. Consent

The knowledge and consent related to personal information is required for the collection, use or disclosure of that information, except where required or

permitted by law. A person who has completed an application for membership and submitted it to the Board for approval consents to the retention and use of any information included therein for the purposes outlined in Principle 2 above. A person who voluntarily provides their personal information to MFEAT consents to the retention and use of that information for the purpose of MFEAT business. No Third Parties shall be given access to information retained by MFEAT in whole or in part without the consent of those persons involved.

5. Limiting Collection

The personal information collected must be limited to those details necessary for the purposes identified by the MFEAT. Information must be collected by fair and lawful means.

6. Limiting Use, Disclosure and Retention

Information from individuals may only be used or disclosed for the purpose for which it was collected unless the person has otherwise consented, or when it is required or permitted by law. Information about members will be retained until such a time as either the member requests removal of their information from MFEAT records in writing or the person ceases to become a member as per the MFEAT Bylaws. Information provided to MFEAT for contact purposes will be retained until such a time as that information ceases to be accurate or the person requests it to be removed.

7. Accuracy

Information within the Board's possession will be maintained in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

8. Safeguarding Member Information

Personal information will be protected by security safeguards that are appropriate to the sensitivity of the information.

9. Openness

MFEAT will make information available to anyone who requests it concerning the policies and practices that relate to the management of their information.

10. Member Access

Upon written request, individuals will be informed of the existence, use and disclosure of their information, and be given access to it. Individuals may verify the accuracy and completeness of their personal information, and have it amended, if appropriate.

11. Handling Complaints and Suggestions

Individuals whose personal information is retained by MFEAT may direct any questions or enquiries with respect to the privacy principles outlined above or about MFEAT privacy practices by contacting the designated person(s) accountable for privacy within MFEAT.