

## **SOUTH VANCOUVER ISLAND MYCOLOGICAL SOCIETY (SVIMS) PRIVACY POLICY**

SVIMS (South Vancouver Island Mycological Society) is a registered nonprofit member funded Society under the Society Act of British Columbia. This Privacy Policy applies to SVIMS, and any service providers that collect, use or disclose personal information on behalf of SVIMS.

As part of our business, we collect and manage information. In doing so, we observe applicable Canadian privacy legislation and commit to protecting our members' personal information. We created this Privacy Policy to comply with British Columbia's *Personal Information Protection Act* ("PIPA") and to outline the practices we will follow in collecting, using and disclosing personal information.

### **1. Policy 1 – Collecting and Disclosing Personal Information**

1.1. In this Privacy Policy, "personal information" means information about you as an identifiable individual, and includes such things as your name, home address, telephone number, age and email address. Personal information does not include business contact information, including your position or your business telephone number, address or email address.

1.2. Unless the purposes for collecting personal information are obvious and you voluntarily provide your personal information for those purposes, we only collect, use and disclose member information where necessary to fulfill the following purposes:

1.2.1. To verify identity

1.2.2. To identify member preferences

1.2.3. To understand the insurance needs of our members

1.2.4. To open and manage your account

1.2.5. To deliver requested products and services

1.2.6. To enroll the member in a program

1.2.7. To send out association membership information

1.2.8. To meet regulatory requirements

1.2.9. To conduct member surveys in order to enhance the provision of our services

1.2.10. To contact our members directly about products or services that may be of interest.

1.3. We will not collect, use or disclose your personal information for any other purposes unless we obtain consent to do so.

1.4. We will not sell member lists or personal information to other parties.

## 2. Policy 2 – Consent

2.1. We will obtain your consent to collect, use or disclose your personal information, except where we are authorized to do so without consent pursuant to the provisions of PIPA, including:

2.1.1. When the collection, use or disclosure of personal information is permitted or required by law

2.1.2. In an emergency that threatens an individual's life, health or personal security.

2.2. Consent can be provided verbally, in writing or electronically, and can be implied where the purpose for collecting, using or disclosing the personal information would be considered obvious and you voluntarily provide your personal information for that purpose, or where you are given notice and a reasonable opportunity to opt out and you choose not to do so.

## 3. Policy 3 – Retention and Accuracy of Personal Information

3.1. Subject to compliance with PIPA, we will retain your personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

3.2. We will make reasonable efforts to ensure that your personal information is accurate and complete. We would ask that you provide us with updated information when your personal information changes.

## 4. Policy 4 - Securing Personal Information

4.1. We are committed to ensuring the security of your personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

4.2. While we are a Canadian Society, we, and any service providers collecting, using or disclosing personal information on our behalf, may process or store your personal information outside of Canada, which may cause your information to be subject to privacy protections and legal rights that may not be equivalent to those in Canada. We will use appropriate security measures to ensure that your personal information is appropriately protected and when destroying your personal information.

4.3. We review and update our security policies and controls as technology changes to facilitate ongoing personal information security.

## 5. Policy 5 – Changes to Our Privacy Policy

We will update our Privacy Policy from time to time. Unless we state otherwise, each update is automatically effective when it is posted to our website at [svims.club](http://svims.club) By

continuing to access or use our services, you agree to be bound by the revised Privacy Policy, as amended from time to time.

#### 6. Policy 6 – Contact Us

If you have any questions or concerns regarding this Privacy Policy, our compliance or the information we collect or hold about you, please contact us at: [svims.club/contact](https://svims.club/contact)

\*Document amended on January 22nd, 2024