

CALGARY BLOCK PARENT ASSOCIATION
OUR COMMITMENT TO YOUR PRIVACY

PRIVACY STATEMENT

Calgary Block Parent Association (“CBPA”) is committed to respecting your privacy. CBPA collects, uses and discloses your personal information in accordance with Alberta’s *Personal Information Protection Act*. CBPA will not sell your personal information to third parties.

Your personal information will only be used by CBPA to:

- Conduct the required police security clearance;
- Rescreen Block Parent volunteers every two years;
- Contact Block Parent volunteers for record maintenance and/or to provide additional information with respect to upcoming CBPA events and or volunteer opportunities; and
- Maintain control of Block Parent signs and decals within the community.

To obtain more information about CBPA’s privacy policy and practices, please direct your inquiries to the Executive Director or Administrative Assistant, Calgary Block Parent Association, at (403) 269-6460.

PRIVACY POLICY

Your privacy is important to Calgary Block Parent Association (referred to as “we” or “us” in this policy) and the purpose of this policy is to tell you what personal information we collect about you, how we use it, whether we disclose it to anybody else, how long we keep it and how you can request access to your personal information or obtain more information about Calgary Block Parent Association’s privacy practices.

ACCOUNTABILITY

We are responsible for the personal information under our control and we have designated a Privacy Officer who is responsible for our compliance with this policy and with privacy legislation. Calgary Block Parent Association’s Privacy Officer can be contacted at Calgary Block Parent Association, 133 – 6th Avenue S.E., Code #595, Calgary, Alberta T2G 4Z1 or at (403) 269-6460.

WHY DO WE COLLECT PERSONAL INFORMATION?

Your personal information may be used by us to:

- Conduct the required police security clearance;
- Rescreen Block Parent volunteers every two years;
- Contact Block Parent volunteers for record maintenance and/or to provide additional information with respect to upcoming Calgary Block Parent Association events and/or volunteer opportunities; and
- Maintain control of Block Parent signs and decals within the community.

WHAT PERSONAL INFORMATION DO WE COLLECT?

Personal information is information that identifies you as an individual and relates specifically to you. We may collect some or all of the following personal information:

- Basic information such as your name, address, telephone number, e-mail address, business telephone number, birth date, place of birth and a photocopy of two pieces of identification.

TO WHOM DO WE DISCLOSE YOUR PERSONAL INFORMATION?

We do not sell your personal information to third parties. We may share some or all of your personal information with Calgary Police Service and Block Parent Community Coordinators. We may also disclose your personal information where we are required or permitted by law to do so.

HOW DO WE PROTECT YOUR PERSONAL INFORMATION?

Your personal information is used or disclosed by us only for the purposes identified above and access to your personal information is limited to those employees and/or volunteers of Calgary Block Parent Association who need to have access to it.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We retain your personal information only as long as we require it to fulfill the stated purposes and to maintain an appropriate historical record of our relationship with you. If there are legal requirements relating to the period of time which we must retain your personal information, we comply with those requirements.

YOU CAN REQUEST ACCESS TO YOUR PERSONAL INFORMATION?

You have a right to access the personal information which we have about you and to request that personal information which you believe to be inaccurate be corrected. If you wish to access your personal information you should contact Calgary Block Parent Association's Privacy Officer who will be pleased to assist you.

CONSENT

Your consent to our collection, use and disclosure of your personal information can be determined by the following:

- Your signed consent in writing, for example in a signed consent or application form.
- Your oral consent in person or over the telephone.

We may determine that by seeking to become a Block Parent and signing an application form, you have implicitly consented to our use of your personal information in a reasonable manner.

YOU CAN CONTROL HOW WE HANDLE YOUR PERSONAL INFORMATION

We want you to know that you do have choices in this matter. You can refuse to allow us to use or disclose your personal information as stated above or you can also withdraw a previously given consent at any time.

However, if you do so, we will no longer be able to maintain your security clearance and you will be required to relinquish your Block Parent sign or decal.

QUESTIONS? CONCERNS?

If you have any questions or concerns about this privacy policy or about the collection, use and disclosure of your personal information by Calgary Block Parent Association, please contact our Privacy Officer as set out at the beginning of this policy and we will try to address your concerns.