

## **Royal Canadian College of Organists PRIVACY POLICY**

The Royal Canadian College of Organists (“RCCO”) believes that it is important for you to know how we treat your personal information. This Privacy Policy will explain why we collect personal information (information about an identifiable individual) about our members and other individuals who interact with us and how we handle that information.

### **Types of information we collect**

With your consent, we may gather personal information from you in person, at our office, over the telephone, or by corresponding with you via mail, e-mail or on the internet.

The type of information we may collect about you depends on whether or not you are a member of the RCCO. The information we may collect includes your name, contact information, correspondence with us, comments/questions about the RCCO, and financial information (including credit card information) required with respect to your membership in the College or donations which you have made to the College, or to order our goods/services. In addition for members we may also collect the records of academic results reported by the RCCO, and records of academic and professional accomplishments outside the RCCO and particulars of current and previous employment.

### **How we use your personal information**

Typically, the personal information collected about you is used by the RCCO to confirm your identity, to communicate with you, to respond to your inquiries/comments, to send information about the RCCO including the official College publication (*Organ Canada*), to fulfil the legal and legitimate business functions required to protect the public from unauthorised use of the RCCO designations, and generally provide you with goods and services you have requested.

We may also use your personal information to provide you with tailored information (including information about products available for purchase, notices of professional development and career opportunities) that we believe will be of interest to you (“targeted communications”). *You may opt out of such targeted communications by notifying the RCCO National Office in writing.*

At times, we may conduct surveys - if you choose to participate in such surveys, we will use the information you provide to better understand your professional profile, your needs and the needs of other members of the RCCO. The results of any surveys conducted will be summarized and individual responses will not be identifiable as to the originator.

For donor information the personal information you provide will be used to provide tax receipts and meet other legal requirements that may arise under tax legislation. This information may also be used to contact you regarding other RCCO donor opportunities. *If you wish do not to be contacted regarding RCCO donor opportunities, please notify the RCCO National Office in writing.*

### **Sharing of personal information**

The RCCO does not sell or share your personal information with other organizations or third party vendors. The only exceptions to this would be the sharing of your name and address and/or e-mail address with the American Guild of Organists (“AGO”) for purposes of sending AGO materials of specific interest to RCCO members, or in connection with your subscription to one or more of the publications with which the RCCO has executed a marketing agreement. *You may opt out of this sharing of your name and address information with the American Guild of Organists by notifying the RCCO National Office in writing.*

### **Your consent**

If you choose to provide personal information to the RCCO, we assume that you consent to the collection and use of your personal information as outlined in this Privacy Policy or otherwise noted at the time of collection or use. If you do not consent, please do not provide your personal information; however, this may impact our ability to provide you with certain products or member services.

Specifically your personal information supplied at the time of your membership application or renewal or at other times will be included in the online membership database in the RCCO’s website (rcco.ca). Online access to the member database is password protected and restricted to RCCO members. *You may opt out of this use of your personal information by indicating your preference in the online renewal process or on the membership renewal form and returning it to the RCCO National Office.*

There are limited circumstances where the RCCO may collect, use or disclose your personal information without your consent as required or permitted by law, for example: (1) to collect a debt owed to us; (2) to meet government tax reporting requirements; and (3) to comply with an order made by a court.

### **Retention of personal information**

The RCCO will destroy, erase or render anonymous personal information no longer required for the stated purposes or for legal or legitimate business requirement.

### **Security safeguards**

The RCCO takes precautions to protect your personal information against unauthorised access, disclosure, inappropriate alteration, and misuse. All safety and security measures are appropriate to the sensitivity level of your information. Access to your personal information is restricted to those persons whose responsibilities require them to have access. In addition, the RCCO uses technological safeguards to protect electronic data. Given that electronically transmitted data is not 100% secure, we make no warranties as to the security of any such information that you submit, which you do at your own risk.

We use the services of third parties to maintain the RCCO’s website and to complete certain electronic requests such as orders for goods and services and processing of financial transactions, and your personal information may therefore be transmitted to such third parties for such purposes. If your personal data is to be transmitted to another party for processing or storage, we use contractual and other means to ensure that your personal information is protected in accordance with Canadian legislation.

### **How you can protect your information**

There are a number of measures you can take to protect yourself against fraud and uninvited intrusion. Generally you should not share your personal information with others unless you clearly understand the purpose of their request and you know with whom you are dealing.

From time to time, the RCCO may engage in surveys, promotional campaigns via telephone, mail and e-mail. If you are unsure or suspect that a person requesting the information may not be legitimate, please call the RCCO National Office to verify that the requests is a legitimate RCCO activity.

### **Access to and correction of personal information**

If you wish to request access to, or correction of, your own personal information in the RCCO's records, please make your request in writing to the RCCO National Office.

Should you identify any incorrect or out-of-date information, you may correct any such information in your online member profile by using the Update Member Profile function in the RCCO website (rcco.ca). Or you can notify the RCCO National Office in writing so that the required changes can be made where appropriate.

### **Cookies, IP addresses and links to other sites**

A technology called cookies may be used to provide you with tailored information. A cookie is a tiny element of data that a website can send to your browser, which may then be stored on your hard drive so we can recognize you when you return. You may set your browser to notify you when you receive a cookie and you may choose to disable cookies if you wish. Disabling such cookies related to the RCCO website may adversely impact your ability to use some or all of the facilities of that website.

The RCCO website logs IP addresses (or domain names), but not the e-mail addresses, of visitors. This information is aggregated and logged. The RCCO uses this aggregated information to measure the use of our site and to improve the content and usage of our site.

The RCCO website may contain links to other websites owned and operated by third parties whom we believe to share our high standards and respect for privacy; we are not responsible for the content, security or the privacy practices employed by such other websites. You should make yourself aware of the privacy policies applicable to other websites before you provide any personal information on those websites.

### **Changes to this Privacy Policy**

The RCCO reserves the right to change this Privacy Policy from time to time. If the RCCO makes a material change, this Privacy Policy will be updated accordingly. RCCO members will be notified in writing and the RCCO website will be updated with any material changes to this Privacy Policy.

### **Inquiries or questions**

If you have any inquiries or questions regarding the RCCO's privacy practices, please contact the RCCO National Office at 204 St. George Street, Suite 202 Toronto, Ontario M5R 2N5; telephone 416-929-6400; fax 416-929-2265; e-mail [info@rcco.ca](mailto:info@rcco.ca).

This Privacy Statement was last modified on January 9, 2015