

## ACA PRIVACY STATEMENT

### Protecting Personal Information

The Association of Canadian Archivists respects your privacy. On January 1, 2004, the federal *Personal Information Protection and Electronic Documents Act* (PIPEDA) came into effect. This Act balances individuals' right to privacy with organizations' need to gather and use personal information. PIPEDA also gives individuals control over their personal information by requiring organizations to obtain consent to collect, use or disclose their personal information.

Personal information includes all information an organization collects, retains or uses that can in any way identify or give information about an individual. It does not include the name, title, business address, or business contact information of an organization's employee.

Meeting PIPEDA compliance requirements has provided the ACA with the opportunity to implement policies and to review practices to safeguard ACA members' privacy in accordance with the Act. In January 2007, the ACA Board of Directors adopted a Policy to Protect Personal Information in the ACA. This policy ensures that the ACA collects, uses, and protects personal information appropriately. The policy is based on the following ten PIPEDA principles:

- 1. Accountability:** The ACA is responsible for maintaining and protecting all personal information under its control. A Privacy Officer has been designated who is accountable for compliance with the ten principles that comprise the ACA policy.
- 2. Identifying purposes:** When the ACA asks for your personal information, the purpose for which it is being collected is identified. In general, the information is used to: inform you about ACA programs and services; renew your ACA membership; maintain your subscriptions to ACA publications; register you for ACA workshops and conferences; and compile statistical and historical information about the ACA. Personal information will not be shared with third parties outside of the ACA without your express consent, except as required by law (e.g. CRA, Industry).
- 3. Consent:** The ACA requires your knowledge and consent for the collection, use, or disclosure of your personal information, except where it is required or permitted by law.
- 4. Limiting Collection:** The ACA collects information by fair and lawful means and limits collection to those details necessary for identified purposes. The personal information collected is usually limited to your name, title and employer, addresses, telephone and fax numbers, email addresses,, and professional interests.
- 5. Limiting use, disclosure and retention:** The ACA uses your personal information only for the purposes for which it was collected unless your consent is sought to do otherwise. Personal information may be retained as required for operational purposes or by law; e.g. retention of financial transaction records. Personal information may also be retained in perpetuity for archival purposes unless you request to have it deleted.



**6. Accuracy:** The ACA endeavours to ensure that the information collected and used is accurate, up to date, and as complete as possible. However, individual members are relied upon to update their information via the web portal or to inform us of changes to their personal information. You may request access to your personal information and, if applicable, request that we make corrections or changes to your file.

**7. Safeguarding information:** The ACA applies appropriate safeguards to our computer networks and paper files. Access to personal information about you is restricted to those ACA staff, Board members, and select volunteers who need to use the information for the identified purposes and delivery of services.

**8. Openness:** The ACA makes information available to you concerning the practices that apply to the protection of your personal information.

**9. Individual access:** At your request, you will be informed of the existence, use and disclosure of your information and be given access to it. You may verify the accuracy and completeness of your information, and may request that it be amended or deleted.

**10. Challenging compliance:** The ACA Privacy Officer will answer any questions or enquiries you have about the ACA Privacy Policy or practices.

View the complete Policy to Protect Personal Information in the ACA and the Compliance Practices at <http://www.archivists.ca/about/>

For questions or queries about the Policy to Protect Personal Information in the ACA, please contact:

Duncan Grant  
ACA Executive Director / Privacy Officer  
Association of Canadian Archivists  
P.O. Box 2596, Station D  
Ottawa, Ontario K1P 5W6  
E-mail: [execdir@archivists.ca](mailto:execdir@archivists.ca)  
Tel: 613 234-6977 ext 2 & fax 613 234-8500