



Personal Information Protection Policy

Approval Date: Jan. 16, 2025

Review Date: _____

SW 55+Connect Society is committed to safeguarding the personal information entrusted to us. We manage personal information in accordance with Alberta's Personal Information Protection Act and other applicable laws. This policy applies to SW 55+Connect Society members, newsletter subscribers, Board, contractors, employees and to any person providing services on our behalf.

What personal information do we collect?

We collect only the personal information that we need for the purposes of providing programs and services, including personal information needed to:

- deliver requested programs and services
- enrol a member in a program
- send out association membership information

We normally collect personal information directly from our members. We may collect member information from other persons with your consent or as authorized by law. A member may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfil our legal obligations.

How do we safeguard personal information?

We make every reasonable effort to ensure that personal information is accurate and complete. We rely on individuals to notify us if there is a change to their personal information that may affect their relationship with our organization. We protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information. We use appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records. We retain personal information only as long as is reasonable to fulfil the purposes for which the information was collected or for legal or business purposes.

Questions and complaints

If you have a question or concern about any collection, use or disclosure of personal information please contact the President who is designated to ensure compliance with PIPA. If you are not satisfied with the response you receive, you should contact the Information and Privacy Commissioner of Alberta:

Suite 2460, 801 - 6 Avenue, SW Calgary, Alberta T2P 3W2. Phone:403-297-2728. Email:generalinfo@oipc.ab.ca

Website: www.oipc.ab.ca