

Form for the use of NSREAA members

(Please insert your company name at “XXX”)

PRIVACY POLICY

XXX is aware of the Personal Information Protection and Electronic Documents Act (PIPEDA) which came into effect for certain organizations in Canada on January 1, 2001, and which, as of January 1, 2004, applies to all organizations in all provinces of Canada where substantially similar provincial privacy legislation does not exist. As of this date, the Provinces of Quebec, British Columbia and Alberta have provincial privacy legislation and this may supercede PIPEDA in some circumstances.

XXX is committed to protect the privacy of its clients and its employees.

Any personal information which is obtained from a member is limited to that which is necessary in order to provide contact information or as contained within information pertaining to admissions, membership, registration, education and professional practice.

Any personal information which is obtained from an employee is not shared with any party outside XXX except for purposes of group insurance coverage and payroll service companies without the permission of the employee. Employee photograph and/or biographies that appear on XXX’s website appear with the full knowledge and consent of the employee, whose written permission has been obtained.

XXX does not share or sell client lists or employee lists to any individual, association, or corporation. Furthermore, XXX obtains assurance from any sub-contractor that they also comply with applicable privacy legislation as it applies to information which might be provided to them by XXX during the completion of any work.

Any personal information which is obtained from a client or an employee by XXX will be stored in an adequately secure manner in order to ensure that it cannot be easily accessed by, or within view of, those who are not required to have access to, or knowledge of, this information.

XXX is aware that PIPEDA is based upon the Canadian Standards Association Model Code for the Protection of Personal Information which defines ten (10) general privacy principles. The Privacy Policy of XXX includes these principles as follows:

1. **Accountability**

XXX has a designated PIPEDA provincial Privacy Officer to whom written complaints and inquiries from any individual, including an employee, may be directed. The Privacy Officer is _____ who may be contacted at the address given below.

XXX

All job contracts shall include a privacy protection clause. In the case of personal information which is necessarily transferred by XXX to a third party particularly a subcontractor, XXX requires the third party to sign a contract which includes protection of a personal privacy. Consent will be obtained from an individual in order to transfer any personal information to a third party.

The collection of personal information is limited to that which is necessary for the completion of a specific work assignment, and in the case of employees, is limited to that which is necessary for payroll management and group health insurance.

2. Purpose of Collecting Personal Information

XXX collects personal information when necessary to provide contact information for an individual in the completion of work for that individual and for internal promotional and marketing purposes from time to time.

In addition, XXX collects and uses your personal information for the following general purposes:

- (a) to establish and maintain client lists;
- (b) to establish and maintain mailing lists;
- (c) to provide you with services and information you have requested from XXX;
- (d) for billing and accounting purposes.

3. Obtain Consent

XXX is committed to ensuring that members are aware of why your personal information is being collected, how your personal information is used, and for what reason your personal information may be disclosed. To this end, XXX will use all reasonable efforts to provide information to you on how your personal information will be used by us as well as to obtain your consent when you provide us with personal information.

As well, we may periodically request written confirmation from you to ensure that the personal information collected and maintained by us is up to date and accurate and that we have your continuing consent to the use or attention of your personal information.

XXX may disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to:

- (a) conform to obligations imposed by law or statutes;
- (b) meet an emergency need; and/or
- (c) as required pursuant to a criminal investigation.

Please note that you are entitled to withdraw your consent for the retention and use of your personal information at any time. Please contact our Privacy Officer to discuss your options in this regard.

4. Limitation on Collection of Personal Information

XXX collects personal information only to the extent necessary for the completion of a contract or other specified purpose. Only such information as is necessary for the execution of the specific contract or work for which it is obtained will be collected. The reason for the collection of personal information will be disclosed to the individual at the time of collection of the information.

5. Use Limitation, Disclosure and Retention

XXX uses personal information only for the purpose which is stated to the individual, does not share or sell mailing or registration lists or otherwise disclose personal information to any third party except where prior consent has been obtained or except where required by law.

More specifically, XXX discloses personal information to third parties in the following situations:

- (a) where you have specifically given us consent to disclose personal information for a specific purpose;
- (b) to third parties who are acting on behalf of XXX as our agents, suppliers, or services providers, solely to enable us to more efficiently provide you with information and services;
- (c) as required by law or in order to protect a legal interest; or
- (d) in connection with a reorganization, merger or amalgamation with another entity, or a sale of all or a substantial portion of the assets of XXX, provided that the information disclosed continues to be used for the purposes stated above by the entity acquiring that personal information.

Personal information which is collected will not be used in a new or different manner without the prior consent of the individual concerned.

Personal information is retained electronically and/or on hard copy. This information is retained until no longer required for the purposes for which it was obtained.

When information has been retained for seven years, or sooner if previously agreed, or if requested by an individual, it is disposed of by electronic deletion and/or by shredding of hard copy unless retained for an extended period of time with the consent of the individual. The disposal occurs when the information is no longer required for the purposes for which it was retained.

6. Accuracy

XXX is committed to maintaining accurate, complete and up-to-date personal information about you. If you are aware of any changes to the personal information you have given us, simply inform us of the changes and we will update our records accordingly. You may check and correct your personal information by contacting our Privacy Officer at the address set out in Section 1 above.

7. Safeguards

XXX is committed to the protection of personal information against loss or theft by unauthorized access, disclosure, copying, use or modification, regardless of whether the information is stored electronically or on paper.

Safeguard mechanisms include the use of one or more of office alarm systems, computer passwords, locked filing cabinets, secure file storage areas even if off-site, education of employees and access to personal information by a limited number of authorized individuals on a “need to know” basis.

If we use the services of any third parties to protect personal information, we will enter into legal agreements which require them to protect this personal information in a manner acceptable to us. We will ensure that any of our employees who deal with your personal information are properly trained and are aware of the necessary and appropriate measures to protect personal information. We use care in the disposal and destruction of your personal information to prevent any unauthorized parties from gaining access to your personal information.

8. **Transparency**

The Privacy Policy of XXX is available for public viewing on the corporate website and is known to all employees. Furthermore, additional information about this policy, questions about it and complaints pertaining to it may be directed to the designated XXX Privacy Officer.

9. **Request for Access**

You can request access to his/her personal information held by us.. However, we reserve the right to confirm the identity of the person seeking access to personal information before complying with any access requests.

Please forward your access requests to our Privacy Officer at the address stated in Section 1 above.

XXX will respond to requests for access to personal information within a reasonable time period, which normally will be no more than ten (10) business days from the date of request. Upon request, we will inform you if we have any of your personal information in our care and control, as well as providing you with details of such personal information. In responding to your request, XXX reserves the right to charge you a fee.

NOTE: There are situations when access may be denied. These may include, but are not limited to, confidential commercial information, information collected without consent but required to investigate a breach of law, information generated in the course of a formal dispute resolution process, and information which has been disclosed to government for the purpose of law enforcement or national security.

10. **Recourse in the Case of Complaints**

XXX will investigate any complaints made against it with regard to violation of personal information privacy rights, first by recording the date and nature of the complaint, then acknowledging receipt of the complaint to the complainant, then assigning the complaint to the designated Privacy Officer. All actions and decisions will be recorded and the complainant will be notified of the outcome of the investigation as well as the right to further recourse including the Appraisal Institute of Canada, provincial regulatory authorities where applicable, and the Privacy Commissioner for the Government of Canada.

Security and the Internet

While we take all reasonable measures to keep its your personal information secure, any personal information transmitted over the internet (e.g., through our website or via e-mail) may not be secure. As a result, **XXX does not accept liability for loss, misuse or alteration of personal information submitted by members via the internet.**

Effective Date

This Privacy Policy is effective as of (date) . We will from time to time review and revise our privacy practices and this Privacy Policy. XXX reserves the right to change this Privacy Policy at any time by posting a new Privacy Policy on its website. If such a policy change applies to the personal information collected from its members, the Association will notify members of such change and seek your consent.