



Policy Name	610 Privacy Policy		Policy Number	610
Date Revised	Nov. 5, 2018	Supersedes:		
Date Approved by Board:	Nov. 8, 2018	Next Review Date:		

Introduction

Alberta Family Histories Society (AFHS) is a non-profit organization formed in 1980, incorporated in Alberta, and registered with Revenue Canada as a charitable society.

Definition of Personal Information

Personal information under this policy is defined as in Alberta's Personal Information Protection Act (Statutes of Alberta 2003, Chapter P-6.5, with amendments in force known as P.I.P.A.) Personal information is any information that can identify you. (This does not include business contact information.)

Collection and Management of Personal Information

AFHS is required to collect information about its members by the Societies Act. AFHS uses this collected personal information from members to carry out its everyday activities, for example, to inform and contact members and volunteers, to mail out newsletters and journals, to process and distribute publication orders, to inform and contact volunteers, for library circulation related needs or to research and answer genealogical queries from members and the public. Some personal information collected by the AFHS will also be of historical value to the Society.


AFHS does not sell, lease or rent the personal information it collects, nor is this personal information used for other than AFHS activities and goals.

Members, volunteers and visitors of AFHS are advised of the privacy policy, and of any changes to it.

An AFHS privacy statement is included in membership applications, on the website, on volunteer phone lists, etc., so that anyone submitting or using personal information is made aware of the AFHS privacy policy.

Privacy Officer

A Privacy Officer will be appointed by the AFHS Board for each year. Contact information for the Officer will be shown in the newsletter, on the website and on application forms,



etc., so the Officer can be easily contacted about any questions or concerns relating to the AFHS policy or practices.

The Privacy Officer will report to the Board regularly on any concerns or written requests regarding personal information.

Any member of AFHS may request access to the information collected about them by contacting the Privacy Officer.

If a member believes information about himself or herself is not accurate, the member should contact the Privacy Officer so the information can be updated.

Maintenance, Storage and Disposal of Personal Information

Personal information will be stored in a responsible manner, in locked cabinets, or in password access electronic databases. Access to personal information will be limited to those needing this information for Society purposes. Once personal information is no longer needed for Society activities, or for its historical value, or for business or legal reasons, the AFHS will dispose of this carefully, for instance, by shredding documents.

Policy Review

AFHS will review its privacy policy regularly, and update it as necessary.

Privacy Policy Contact Information

Privacy Officer: Kay Clarke
privacy@afhs.ab.ca