

Privacy Policy

Introduction

Alberta Association of Library Technicians (AALT) is committed to protecting the privacy of personal information of our members. Except when required or permitted by law, we will not disclose personal information without consent or reasonable and lawful notice.

Because legislation governing the protection of privacy in the private sector is new, we may need to revise our guidelines from time to time. However, we want to assure our members and associates that we take seriously our responsibility to protect the privacy of any personal information that we collect.

Privacy legislation requires that we obtain an individual's consent to collect, use or disclose his or her personal information unless that information was already in our custody **or control** before January 1, 2004, **and we are using it for the same purposes as before**. We will handle personal information coming into our custody or control after January 1, 2004, in accordance with the policy outlined in this document.

How we collect information

Personal information is collected for the purposes of a membership roll, as required by the *Societies Act*. Members provide personal information voluntarily when they request services like conference and program registration. We store information in a membership database as well as the private AALT database attached to our Online Registration System.

From time to time, we also collect personal information from potential service providers and others, for example, partner associations for programming. We collect this information, which may include sensitive facts and figures, in a variety of ways, including in writing, in person, by telephone, through our website and by other means of electronic communication.

In addition, our internet service provider may log, for statistical purposes, such information about people visiting our website as their operating system, internet address, domain name, the date and time of their visit, the pages and documents they view or download, the website from which they are coming and the type of browser they are using. People visiting our website do so voluntarily and are deemed to have consented to allowing us to collect the personal information specified above.

How we use personal information

We use personal information about our members to advance their professional and employment interests and to provide continuing education and networking programs. In providing these services, we occasionally need to disclose personal information about our members to others. In such cases, we will use or disclose personal information only (a) after having received the member's consent, (b) after having clearly identified the purpose or purposes for which the information is being released and having given reasonable and lawful notice or (c) when required or otherwise permitted to do so by law.

For the most part, we use information collected about our members, associates and affiliates for internal purposes only. In certain circumstances, we are permitted to disclose information to an external party. Such circumstances are specified in provincial legislation, the *Personal Information Protection Act* and in the federal *Personal Information Protection and Electronic Documents Act*.

How we protect personal information

One way that we protect personal information is by training our board and committees to appreciate the importance of privacy and the confidentiality of personal information. In addition, we ensure the security of the personal information in our possession by taking such measures as (a) implementing technological safeguards to secure personal information that is stored in electronic form, (b) ensuring that the areas in which information is stored are reasonably secure and (c) restricting access to personal information stored in paper form.

Unless otherwise required by law and as outlined above, we will not disclose personal information without the express written or emailed consent of the person involved and of the person who provided the information. In certain circumstances, however, we are not required to tell an individual that we have collected, used or disclosed his or her personal information. For example, we are not required to obtain consent if we collect, use or disclose personal information for artistic, literary or journalistic purposes.

Individuals may, within reasonable and lawful limits, withdraw or vary the consent that they have given us to collect, use and disclose their personal information. However, to comply with such requests, we must receive advance notice in writing. We will attempt to inform such individuals of the possible consequences of withdrawing or varying their consent unless those consequences are reasonably obvious.

AALT directors

All AALT directors are required, as a condition of their board responsibilities, to adhere to this privacy policy and to respect the privacy, confidentiality, accuracy and security of our members' personal information. We provide a copy of this privacy policy to each director.

Retention of personal information

Privacy legislation stipulates that personal information does not need to be retained longer than is reasonably required to fulfill the purpose for which it was collected. At the same time, such information must be retained long enough to permit access. We may, at our sole discretion, destroy duplicate material that exists in both paper and electronic form.

How members can access and correct their personal information

Under privacy legislation, individuals have a right to access records containing their personal information. Upon request and subject to certain lawful restrictions, we will give individuals access to the personal information we hold about them. If a request is complex and requires an extensive or detailed search, we may, at our sole discretion, charge a reasonable fee.

If an individual requests that we correct an error or omission in the personal information that we have about him or her in our custody or control, we will, subject to legal limitations, correct the information as soon as is reasonably possible or annotate it with the correction that was requested.

Our privacy officer will make every reasonable effort to assist individuals asking for access to their personal information and will respond as accurately and completely as is reasonably possible within the time limits specified in privacy legislation. The privacy officer will tell the applicant whether or not he or she is entitled to or will be given access to all or part of his or her personal information. If any part of the request for access is denied, the privacy officer will explain the reasons for the refusal and identify the sections of the legislation on which the refusal is based. The privacy officer will also inform the applicant that he or she may ask Alberta's Information and Privacy Commissioner to review the AALT's decision to deny access to personal information.

All requests for access must be in writing and must set out in sufficient detail the scope of the request. Requests should be delivered or mailed to the AALT Privacy Officer, P.O. Box 700, Edmonton, AB T5J 2L4, or emailed to secretary@aalt.org.

For more information

Our privacy policy is posted on our website (www.aalt.org) and is also available in hardcopy. To obtain a hardcopy, contact the AALT Privacy Officer at secretary@aalt.org.

Persons wanting more information about our privacy guidelines or wishing to make a complaint about our handling of a privacy issue should contact our privacy officer by e-mail to secretary@aalt.org or by mail. AALT's Secretary is responsible for coordinating responses to information and privacy requests.

Additional information about privacy legislation is available from Alberta's Information and Privacy Commissioner at www.psp.gov.ab.ca and from the Office of the Federal Privacy Commissioner at www.privcom.gc.ca.
