



## **CGNA Privacy Policy**

The CGNA Privacy Policy is a statement of principles and policies regarding the protection of personal information provided by CGNA. The objective of the CGNA Privacy Policy is to promote responsible and transparent personal information management practices in a manner consistent with the provisions of the *Personal Information Protection and Electronic Documents Act* (Canada). CGNA will continue to review the CGNA Privacy Policy to make sure that it is relevant and remains current with changing industry standards, technologies and laws.

### **Personal Information**

Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose unless you expressly consent otherwise. We do not disclose your information to other public bodies or individuals except as authorized by the PIPEDA Act.

CGNA collects personal information only for the following purposes:

1. to identify individuals;
2. to establish, maintain, communicate and renew membership in CGNA;
3. to perform statistical analysis, research, reporting, and policy developments;
4. to meet legal and regulatory requirements.

Upon request, persons collecting personal information will explain these identified purposes or refer the individual to a designated person within CGNA who can explain the purposes.

CGNA allows only authorized staff to access and use specific data holdings of personal information on a "need-to-know" basis, that is, when required to perform their duties. CGNA will update personal information about individuals as necessary to fulfill the identified purposes or upon notification by the individual.

CGNA may disclose personal information only when CGNA has obtained consent of the individuals concerned.

### **Safeguards**

CGNA is obligated to protect your personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal. Security measures have been integrated into the design, implementation and day-to-day operating practices as part of CGNA's continuing commitment to the protection of personal information it holds.

## **Website Privacy Policies**

### **Cookies**

A cookie is a small file stored on your computer by your web browser when using some internet sites. Parts of the CGNA website may use sessional cookies, which do not store personal information, to help you move around our website and are valid only during the time you are actually using the website.

The CGNA online member site will use persistent cookies, which may store personal information, if you choose "Remember my Username and Password" during the logon process.

### **Online transactions**

We protect the security of your transactions on our website by using Go Daddy Class 2 SSL (Secure Sockets Layer) Server Certificates that offer secure communications by encrypting all data going to and from the CGNA website. Encryption makes it very difficult for unauthorized people to view information traveling between computers. It is therefore very unlikely that anyone read the webpage as it traveled across the network.

Go Daddy has checked and verified the CGNA registration documents and the site's registered domain name.

### **External Links**

This policy discloses the privacy practices for our website. However, our site contains links to other sites. Once you link to another site, you are subject to the privacy and security policies of the new site. We encourage you to read the privacy policies of all websites you visit.

### **Additional Information**

For more information regarding the CGNA Privacy Policy, please contact the CGNA Head Office at 604.484.5698 or via [cgna@malachite-mgmt.com](mailto:cgna@malachite-mgmt.com).

### **Disclaimer**

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(Adapted from GNABC's web page with permission, 2010)