

## ALBERTA SCHOOL BOARDS ASSOCIATION PRIVACY POLICY

The Personal Information Protection Act, R.S.A. 2000, c. P-6.5, as amended, governs the collection, use and disclosure of personal information by organizations such as the Alberta School Boards Association (“ASBA”).

ASBA is committed to safeguarding the personal information entrusted to us by our member school boards, their trustees and their employees (collectively referred to as the “Members”). This policy outlines the principles and practices we follow in protecting Members’ personal information.

### What is personal information?

Personal information is information about an identifiable individual. This includes an individual’s name, home address and phone number, age, sex, marital or family status, an identifying number, financial information, educational history, etc. The amount and nature of the personal information ASBA may require will depend on the nature of the products or services to be provided to you. The choice to provide personal information is always yours, but may affect the availability and quality of the products and services provided by ASBA.

### Who is accountable for complying with ASBA’s policy regarding privacy?

ASBA is responsible for personal information under its control. ASBA has designated the Director of Corporate Services, Donna Engel, as the individual accountable for ASBA’s compliance with its Privacy Policy.

### Why ASBA collects personal information?

ASBA collects only the personal information that it needs for the purposes of providing services to its Members, including personal information needed to:

- open and manage an account
- deliver requested products and services
- enroll/register Members in a program
- contact Members about appointments, meetings, and projects
- follow up with Members to determine satisfaction with products and services which may also include conducting surveys
- conduct surveys to evaluate the desire for future projects/programs
- managing our relationship with Members
- notify Members of upcoming events of interest
- meet legislative requirements
- preparing historical/archival materials
- publish photographs of ASBA and ASBA sponsored events

- circulate attendance information at ASBA events and seminars
- highlighting and profiling Members and Member accomplishments
- publish Member business contact information
- such other purposes consistent with the foregoing purposes

## Consent

ASBA would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. ASBA is operating on the understanding that it has your consent to collect, use and disclose your personal information collected to date. You may refuse or withdraw your consent at any time, subject to legal or contractual restrictions and providing ASBA with reasonable notice of the withdrawal of your consent. If you choose to withdraw your consent or not provide certain personal information, your decision may limit the services and products ASBA can offer, and may make it more difficult for ASBA to provide you with information.

## Limiting the collection of personal information

ASBA collects only the personal information that it needs to fulfill the purposes it has identified. ASBA normally collects personal information directly from its Members, but it may collect information from other persons with your consent or as authorized by law.

## How is your personal information used?

ASBA uses your personal information to maintain your membership, to communicate with you, to deliver services and products to you, and to provide you with information. ASBA will not use or disclose personal information for purposes other than those for which it was collected, except with your consent or as required by law.

## Accuracy

ASBA will endeavor to maintain accurate, complete and up-to-date personal information for the purposes for which it is to be used. ASBA relies on its Members to notify ASBA if there is a change to their personal information. If you are aware of an error in our information or if you wish to up-date your information, please contact the Director of Corporate Services, Donna Engel (see contact information below).

## How does ASBA safeguard personal information?

ASBA will protect personal information by security safeguards appropriate to the sensitivity of the information.

ASBA will not sell, rent or give away your personal information. ASBA does contract with certain service providers approved by ASBA and all suppliers are bound by strict contractual obligations designed to protect the privacy of your personal information.

ASBA employees are informed of the importance of protecting your privacy. Employees are expected to maintain the confidentiality of ASBA Member information at all times.

With respect to personal information stored electronically, access to such information is password protected and in some cases, accessed only through biometrical security measures. With respect to personal information stored on a hard copy, ASBA stores such information in its office for use by its staff for the purposes noted above. Archival material is secured under locked storage.

### **What privacy practices does the ASBA use in the administration of its website?**

**[Click here for the ASBA Website Privacy Policy](#)**

### **Who do I contact regarding access to my personal information and any questions I may have?**

Upon request, ASBA will inform you of the existence, use and disclosure of your personal information and you will be given access to that information subject to any lawful exceptions. You may verify the accuracy and completeness of your personal information, and may request that the information be corrected or updated, if appropriate. ASBA will make readily available specific information about its policies and practices relating to the management of personal information upon request. If you have any questions or concerns with respect to compliance with this Policy, please contact the Director of Corporate Services, Donna Engel at [dengel@asba.ab.ca](mailto:dengel@asba.ab.ca) or at

Donna Engel, Director of Corporate Services  
Alberta School Boards Association  
1200, 9925-109 Street  
Edmonton, AB  
T5K 2J8  
Phone: 780.451.7110  
Fax: 780.482.5659

If you are not satisfied with the response you receive, you should contact the Information and Privacy Commissioner of Alberta:

Office of the Information and Privacy Commissioner (Edmonton)  
# 410, 9925 - 109 Street  
Edmonton, Alberta  
T5K 2J8  
Phone: (780) 422-6860  
Toll Free: 1-888-878-4044  
Fax: (780) 422-5682  
Email: [generalinfo@oipc.ab.ca](mailto:generalinfo@oipc.ab.ca)

Web site: [www.oipc.ab.ca](http://www.oipc.ab.ca)