

## **BCSLA PRIVACY POLICY: TEN PRINCIPALS OF PRIVACY PROTECTION**

### **Statement and Purpose**

*The British Columbia Society of Landscape Architects (BCSLA) respects an individual's right to privacy and to the protection of his or her personal information. We are committed to meeting the privacy standards established under the Personal Information Protection Act. To safeguard and protect the personal information provided to us, BCSLA adheres to the following ten principles of privacy protection:*

### **Principle 1- Accountability**

We are responsible for maintaining and protecting the personal information that we hold or is under our control. In fulfilling this mandate, we have designated the BCSLA Registrar to act as our Privacy Officer who is accountable for BCSLA's compliance with this policy.

### **Principle 2- Identifying Purposes**

The purposes for which personal information are collected from you shall be identified before or at the time the information is collected.

### **Principle 3- Consent**

Your knowledge and consent (express or implied) are required for the collection, use or disclosure of your personal information except where required or permitted by law.

### **Principle 4- Limiting Collection**

The personal information we collect from you is limited to those details necessary for the purposes identified before or at the time the information is collected, and we only collect this information through fair and lawful means.

### **Principle 5- Limiting Use, Disclosure and Retention**

We will not use or disclose your personal information for any purpose other than the purposes for which it was collected, unless you provide us with consent to do otherwise or when it is required or permitted by law. We will not retain your personal information any longer than required to fulfill the purposes for which it was collected or as may be required by law.

### **Principle 6- Accuracy**

We will make all reasonable efforts to maintain your personal information as accurate, complete and current as is necessary to fulfill the purposes for which it was collected.

### **Principle 7- Safeguarding Personal Information**

We will protect your personal information with safeguards appropriate to the sensitivity of that information. These safeguards include physical, administrative and electronic security measures.

### **Principle 8- Openness**

We will answer questions you may have regarding our privacy policies and procedures and our management of your personal information.

### **Principle 9- Access**

If you require details on your personal information at BCSLA, please send us a written request. Upon receipt of this request, we will inform you of the existence, use and disclosure of your personal information and will provide access to that information, except where the law requires or permits us to deny access. We will provide you information within a reasonable time period and provide an explanation if we are unable to meet your request.

### **Principle 10- Handling Complaints and Questions**

You may direct any complaints or questions you may have regarding this policy or our practices to our Privacy Officer by calling (604) 682-5610, or writing to BCSLA, 450-355 Burrard Street, Vancouver, BC, V6G 2G8, ATTN: Privacy Officer.

Adopted: March 23, 2004