

3.6 PROTECTION OF PRIVACY

As part of its mandate and services, PRAMP may need to collect and use individual members' information. PRAMP will protect the privacy of individuals and ensure that inappropriate access is prohibited.

Personal information is any information about an individual, or information that allows the individual to be identified (Typically does not include business contact information). The following considerations will be made with respect to personal information:

- PRAMP will only authorize access to information under its control if it is necessary for the organization or its representative to meet their responsibilities.
- Personal information will be made available to those authorized by law to have such access. Anyone who has access to this information must abide by this policy.
- PRAMP is prohibited from selling, trading or otherwise distributing personal information for any purpose other than that for which it was originally collected.
- PRAMP member e-mails may be used to promote PRAMP events and for general communication.
- PRAMP will aim to update and maintain accurate personal information, but each member is responsible for informing the organization of any changes.
- PRAMP will maintain hard copy and electronic copies of this information, but will only maintain these records as long as they are needed or required by law, after which point they will be destroyed in a secure manner.

All privacy related questions or concerns shall be directed to the PRAMP Executive Director.

