

# LONDON DOG OWNERS' ASSOCIATION

## PRIVACY POLICY

(Approved by LDOA minutes of 12 August 2004)

Dear Friend and Supporter of London Dog Owners' Association,

On January 1, 2004 a new Federal Law regulating the use of personal information by organizations came into effect. In accordance with the Federal Government's Personal Information Protection and Electronic Documents Protection Act (PIPEDA) and established principles for the collection, use and disclosure of personal information in Canada, we ask that you review the following information. This law affects the way personal information is collected and used within an organization. A basic principle underlying PIPEDA is knowledgeable consent by our members regarding the collection, use or disclosure of personal information.

There are ten privacy principles that govern information handling practices. These outline the steps needed to comply with PIPEDA and are detailed in our LDOA Privacy Policy.

### **Collection, Disclosure and Care of Personal Information by the LDOA**

The London Dog Owners' Association values your support and respects your privacy. We do our utmost to ensure the complete confidentiality of any information that you share with us, such as your name, address, telephone number, and E-mail address. Our Membership Lists are kept private and not shared with anyone. Personal information is not disclosed to unrelated parties without your permission or where allowed by law or regulation. Provision of personal information is your choice. However your decision to withhold details may limit the type of service or communication we are able to provide to you as a member. Our Privacy Policy dictates that any such information stay within this organization and is restricted to LDOA Executive Officers and volunteers, all of whom are bound by confidentiality agreements.

Your consent is required for us to collect, use or disclose the personal information except where allowed by law. Consent can be verbal, written, expressed on your Membership application form, or implied by not withdrawing consent to a certain use when there is an opportunity to withdraw it.

You may contact us to remove your name from our mailing list at any time. If we do not hear from you we will consider that you have consented to our continued use of your contact information.

If you have any questions or enquires about our privacy policies or practices, or wish to review or change your personal information or to withdraw your consent to receive communication from LDOA please call 519-661-7275 or 519-439-8584 or by mail to the address on the LDOA Brochure.