

APICS TORONTO CHAPTER INC.
REGION VIII OF APICS
PRIVACY STATEMENT

APICS, Toronto Chapter

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The APICS Toronto Chapter is committed to protecting the privacy and security of all personal information obtained through chapter relations and your dealings with APICS society. Our policies and procedures are designed to comply with the Personal Information Protection and Electronic Documents Act (PIPEDA). This policy became effective January 1, 2004.

APICS Toronto Chapter may collect, use, disclose and retain your personal membership information for planning and management of Chapter services.

APICS Toronto Chapter may collect personal information directly from you or others (APICS society, or chapter affiliates for example) and other organizations in possession of relevant personal information about you.

As a result of applying for Toronto Chapter membership the following information may have been collected and this information is securely stored on the Chapter's membership web site. Only authorized Chapter executives have full access to this information. However the member may choose to disclose his/her name and affiliation plus additional information at the discretion of the member using the self-administration feature of the web site member portal. With regards to blast emails, the member may decide to opt out of this notification process.

The following information is collected from our members.

- Your name, address, telephone number, email address, and fax number,

professional designations, your photo (if desired).

- Your occupation, employer, address, phone and email address.
- Information about your APICS membership (student, individual, corporate), date joined and validity period and whether you permit
- Blast email; Special Interest Groups, your membership involvement preferences, etc..
- Membership Retention - The chapter reserves the right to remind members whose membership is due to expire and/or may have been suspended by APICS Society. The chapter will send out reminder letters and/or contact individuals by phone/fax.

From time to time the Chapter may publish information on membership meetings and events and post this information on the Chapter web site and in its quarterly newsletter. This information may include members by name and possibly their photograph.

The Chapter reserves the right to publish the directory of Chapter members, which can list their name, address, occupation and workplace. The member will be given input on the information this listing will disclose.

The Chapter will not sell or rent out its membership list but will offer distribution services, if required,

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using a 3rd party to retain the confidentiality of the list.

You have a right to access the personal information, which the Chapter has about you and request that personal information, which you believe, is inaccurate to be corrected.

APICS-Toronto Chapter (www.apics.ca) contains links to other sites. Although we strive to provide links to sites that have similar privacy policies and practices that respect user privacy, we are not responsible for the practices or the content of these sites.

If you have questions or concerns about this Privacy Statement or about the collection, use, and disclosure of your personal information by the Toronto Chapter please contact our Privacy Officer at info@apics.ca and we will address your concerns.