

Watabeag-Wildgoose Community Cottagers Association
COMMUNICATIONS AND PRIVACY POLICY
March 30, 2010

PRIVACY

WWCCA is committed to respecting your privacy and will utilize the following practices for the collection, use and disclosure of personal information. Personal information is information about a named identifiable individual. Personal information includes gender, age, address and phone numbers, email address, activities and views.

COLLECTION

Unless permitted by law, no personal information is collected about an individual without first obtaining the consent of the individual to the collection, use and dissemination of the information. WWCCA endeavour's to ensure that any personal information in its possession is as accurate, current and complete as possible. Upon request, any cottager can access this information and assist in keeping it up to date. WWCCA endeavour's to maintain adequate and reasonable security with respect to storage of personal information to prevent any loss, misuse, unauthorized access, disclosure or modification. WWCCA collects the following information: name, address & phone number (home and cottage), cottage number and email address, collected annually with membership renewal.

USE:

Our purpose in collecting personal information and use of it is typically limited to the following:

- Address, phone numbers and email addresses facilitate contact by the WWCCA Executive for providing updated or urgent information on a timely basis, or advising of updates to the website and to obtain your input on issues, concerns and activities which helps your Executive to decide on what actions to undertake on your behalf.
- This information will also be used to maintain the emergency services (i.e. 911) listing which includes name, cottage road and cottage number.

DISCLOSURE

We do not provide our membership lists to anyone outside WWCCA. However, as noted above, the emergency services listing will be maintained and updated information will be provided to local emergency services upon request. On occasion the WWCCA may accept mail outs from external sources for issues that pertain to WWCCA members. These mail outs are to be reviewed for applicability and suitability by the WWCCA President (or delegate on Executive) prior to mail out.

COMMUNICATION ACTIVITIES AND CONTENT

The Cottager's Journal is produced at least annually to communicate to WWCCA members on Executive Reports including environment/water quality, water levels and flows, landfill and other news. It may also include photographs of local cottage activity or scenery. Submission of articles or photos will be deemed consent for publication, and become the exclusive property of WWCCA. Photos that identify children must have parental consent.

EMAIL: Your executive may from time to time send short email messages to provide updates on significant activities, or to advise of time sensitive events, such as important municipal meetings scheduled on short notice. Effort will be made to keep email short, with any additional supplementary information provided on our website for those who want more detail. These email messages will only be sent to members who have provided their email addresses. We encourage members to provide email addresses to benefit from this program.

PHONE CONTACT: WWCCA Executive may contact individual members to share or clarify information, or in support of WWCCA activities.

WEB PAGE: www.wwcca.ca The purpose of the website is to provide our members updated or expanded information on a timelier basis, and make reference information more readily available.

This policy will be posted on the WWCCA website to ensure it is readily available for review. If you have a concern with compliance with this policy please notify the President of the WWCCA.