



The Canadian Association of Road Safety Professionals
L'Association canadienne des professionnels de la sécurité routière

Privacy Policy

The Canadian Association of Road Safety Professionals (CARSP) is committed to protecting your privacy and maintaining the confidentiality of your personal information.

Personal information may be provided to us through membership application/renewal, correspondence, registrations to conferences, meetings or other events, or responding to your information requests.

CARSP will not provide or share your personal information with third parties unless:

1. you authorize us to share the information;
2. sharing the information is necessary to complete a transaction, for example, to process a credit card payment; or
3. we are required to do so by law.

CARSP is committed to adhere to the privacy principles set forth in Schedule #1 of the *Personal Information Protection and Electronic Documents Act*. These principles are:

Principle 1 Accountability

CARSP is responsible for maintaining and protecting personal information under its control and has designated an individual who is accountable for CARSP's compliance with the ten privacy principles.

Principle 2 Identifying purposes

CARSP will identify, at or before the time data is requested, the purposes for which personal information is collected.

Principle 3 Consent

The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where required or permitted by law. You may change your consent preference at any time by contacting CARSP.

Principle 4 Limiting Collection

The personal information collected will be limited to those necessary for the purposes identified by CARSP. Information will be collected by fair and lawful means.

Principle 5 Limiting Use, Disclosure and Retention

Personal information will only be used or disclosed for purposes for which it was collected, except with the consent of the individual, or as required by law. The information collected will be maintained in a secure manner. Personal information will only be retained for as long as required to fulfill the purpose for which it was collected.

Principle 6 Accuracy

Personal information will be maintained as accurate, complete and up-to-date as is necessary to fulfill the purposes for which it is to be used.

Principle 7 Safeguards

CARSP will safeguard the information from unauthorized access, disclosure, copying, use or modification regardless of the format in which the information is held.

Principle 8 Openness

CARSP will make available information about its policies and practices relating to the management of personal information.

Principle 9 Individual Access

Upon request, an individual will be informed of the existence, use and disclosure of his/her personal information and will be given access to it. An individual will be able to verify the accuracy and completeness of the information and request that it be amended if appropriate.

An individual wishing to review or verify his/her personal information may do so by contacting CARSP.

Principle 10 Challenging Compliance

An individual may direct any enquiries with respect to the above privacy principles to CARSP.

How to contact CARSP:

Name: Brenda Suggett
CARSP
Administrative Support

E-mail: info@carsp.ca

Web Site: <http://www.carsp.ca/>

Approved by CARSP's Board of Directors, May 6, 2004