

Old Riverside BIA
Policy on the Collection, Use and Disclosure
of Personal Information
“Privacy Policy”

1. Objective & Scope of Policy

Old Riverside BIA is committed to respecting your privacy and has prepared this Policy to inform you of our policy and practices concerning the collection, use and disclosure of Personal Information.

This Policy governs Personal Information collected from and about individuals who are or may become Clients of Old Riverside BIA.

This Policy does not cover aggregated data from which the identity of an individual cannot be determined. Old Riverside BIA retains the right to use aggregated data in any way that it determines appropriate.

In the event of questions about: (i) access to your Personal Information; (ii) Old Riverside BIA' collection, use, management or disclosure of Personal Information; or (iii) this Policy; please contact:

Old Riverside Town Business Association
963 Windermere Road
Windsor, Ontario N8Y 3E5
Phone: 519.973.0251 Fax: 519.253.0782
Association coordinator: Bridget Scheuerman
E-mail: info@oldriversidebia.com

2. The Collection, Use & Disclosure of Personal Information

For the purposes of this Policy:

"Personal Information" means any information, recorded in any form, about an identified individual, or an individual whose identity may be inferred or determined from such information.

Your provision of Personal Information to Old Riverside BIA means that you agree and consent that we may collect, use and disclose your Personal Information in accordance with this Privacy Policy. If you do not agree with these terms, you are requested not to provide any Personal Information to Old Riverside BIA.

This office only collects personal information necessary to effectively market and sell the merchandise, to locate, and to otherwise provide professional and competent services to clients.

Old Riverside BIA' use of Personal Information is limited to these purposes. Old Riverside BIA does not sell, trade, barter or exchange for consideration any Personal Information it has obtained. 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 that information.

Personal information will be collected, to the extent possible, directly from the individual concerned.

Old Riverside BIA does not knowingly collect Personal Information from anyone under the age of 18, especially children under 13, and does not use such information if Old Riverside BIA discovers that it is has been provided by a minor.

Please note that there are circumstances where the use and/or disclosure of Personal Information may be justified or permitted or where Old Riverside BIA is obliged to disclose information *without* consent. Such circumstances may include:

Where it is necessary to establish or collect monies owing to Old Riverside BIA;

Where the information is public.

Where obliged or permitted to disclose information without consent, Old Riverside BIA will not disclose more information than is required.

3. Accuracy

Old Riverside BIA endeavours to ensure that any Personal Information provided by Clients and in its possession is as accurate, current and complete as necessary for the purposes for which Old Riverside BIA uses that data.

4. Retention

Old Riverside BIA retains Personal Information as long as Old Riverside BIA believes it is necessary to fulfil the purpose for which it was collected.

5. Access to Personal information

Old Riverside BIA permits access to and review of Personal Information held by Old Riverside BIA about an individual by the individual concerned.

Old Riverside BIA reserves the right to decline access to Personal Information where the information requested:

- a) Would disclose the Personal Information of another individual;

- b) Could reasonably result in: (i) serious harm to the treatment or recovery of the individual concerned; (ii) serious emotional harm to the individual or another individual; or (iii) serious bodily harm to another individual;
- c) Is not readily retrievable and the burden or cost of providing would be disproportionate to the nature or value of the information; or
- d) Does not exist, is not held, or cannot be found by Old Riverside BIA.

Where information will not or cannot be disclosed, the individual making the request will be provided with the reasons for non-disclosure.

Where information will be disclosed, Old Riverside BIA will endeavor to provide the information in question within a reasonable time and no later than 30 days following the request.

To guard against fraudulent requests for access, Old Riverside BIA will require sufficient information to allow it to confirm the identity of the person making the request before granting access or making corrections.

6. Amendment of Practices and This Policy

This statement is in effect as of July 1, 2007. Old Riverside BIA will from time to time review and revise its privacy practices and this Policy.