

## H - Privacy Policy

Preamble: Individual privacy is protected in Canada by the Personal Information Protection and Electronic Documents Act (PIPED Act) which sets out ground rules for how private sector organizations (including charities) may collect, use or disclose personal information in the course of commercial activities. Although the charitable activities of the Thames Talbot Land Trust do not fall under the purview of the PIPED Act, the Trust is committed to respecting the privacy of its members and supporters and has thus voluntarily adopted the following TTLT Privacy Code:

### **H1: TTLT Privacy Code:**

TTLT has adopted the following privacy principles:

**H1.1 Accountability.** TTLT is responsible for all personal information under its control and remains responsible when personal information is processed by third parties on its behalf.

**H1.2 Identifying purpose.** TTLT will document purposes before it collects and uses personal information.

**H1.3 Consent.** The knowledge and consent of the individual is required to collect, use, or disclose personal information.

**H1.4 Limiting collection.** The amount and type of information is limited to what is necessary for the identified purpose.

**H1.5 Limiting use, disclosure and retention of personal information.** Information can only be disclosed or used for the purposes for which it was collected.

**H1.6 Accuracy.** Personal information has to be accurate, complete and as up-to-date as necessary for the purposes for which it is to be used.

**H1.7 Safeguards.** TTLT protects personal information from theft and loss, as well as unauthorized access, disclosure, copying or use.

**H1.8 Openness.** TTLT will provide the public with general information on its personal information protection policies and practices, and has a designated Privacy Officer.

**H1.9 Individual access.** Upon request, individuals must be informed of the existence, use and disclosure of all their personal information, and be given access to that information. An individual has the right to challenge the accuracy and completeness of the information and to have it amended as appropriate.

**H1.1.Challenging compliance.** An individual can challenge TTLT's compliance to this Code, and the Privacy Officer will reply to such a challenge in a timely and forthright manner.

**H2 Privacy Officer:** The Privacy Officer for the TTLT will be the current Secretary- Treasurer of the Corporation. The Privacy Officer can be contacted by

email, telephone or post through the contact information available at the TTLT website [www.ttlc.ca](http://www.ttlc.ca) .

### H3 Use of Personal Information:

TTLT collects personal information to provide customized service to its members and supporters. The information collected includes such information as names, addresses, telephone numbers and email addresses and is used for the purposes of:

- Information of interest to members and supporters of the Trust including, for example, the *TaTTLe*r newsletter.
- Membership renewal notices and notices of meetings or events.
- Fundraising requests.
- Issuance of charitable receipts.
- Landowner contact activities within conservation priority areas.

### H4 Security of Personal Information:

TTLT maintains strict controls over access to the personal information you share with us. TTLT does not sell, share or trade its membership and supporter lists with other organizations.

### H5 Implied Consent:

By supporting TTLT financially, as a volunteer, or through attendance at an event; and by voluntarily providing us with your personal information, you have implied consent for TTLT to contact you for the purposes identified above. To revoke this consent, simply contact the TTLT Privacy Officer.

### Contact:

Privacy Officer  
Thames Talbot Land Trust  
PO Box 25054  
395 Wellington Road  
London ON N6C 6A8  
[www.ttlc.ca](http://www.ttlc.ca)  
[thamestalbot@ttl.c.ca](mailto:thamestalbot@ttl.c.ca)

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