



**March 28, 2024**

### **Collection of Personal Information**

The Archives Association of British Columbia (AABC) is committed to protecting the privacy of its members by only collecting personal information when necessary. Personal information collected by the AABC may include, but not be limited to, the following:

- Name;
- Phone number;
- Email address;
- Work or home address;
- Credit card information – this will be collected by a third party secure site for processing.

The AABC does not gather any personal information through the user browsing our website. We do not share, sell, rent or transmit personal information to other organizations for any purpose.

### **Use of Personal Information**

The AABC collects personal information in order to:

- Manage memberships
- Communicate AABC activities, including upcoming events
- Process payments
- Develop statistics to better serve our demographics

Any other use of personal information will be subsequently agreed upon by the AABC and the relevant parties.

### **Membership Information**

Personal information supplied when signing up or renewing memberships will be used for managing renewals and for creating the Membership Directory. To edit your personal profile and manage your privacy settings, please log into the membership platform.



New members: note that you won't be able to log in until you receive confirmation that your membership has been activated.

Please note that per section 24 of the BC Societies Act, your name, email address, and membership category may still be made available to another member if requested.

### **Disclosure of Personal Information**

AABC employees and agents may access the information as is necessary to provide the services and opportunities as outlined in this policy.

Personal information will not be disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

### **Security of Personal Information**

The AABC undertakes to store your information in a manner that ensures security against unauthorized access, alteration or deletion, at a level commensurate with its sensitivity.

The AABC reviews records with personal information, schedules them appropriately, and disposes of documents containing sensitive personal information where appropriate.

Credit Card information disclosed on the AABCs website is not retained by the AABC.

Please note that any unprotected email communication via the Internet is subject to possible loss, interception, or alteration. Consequently, we cannot and are not responsible for any damages you may suffer if you transmit personal information to us via the Internet.

The AABC provides links to other web sites. As the AABC does not control these sites, we would encourage you to review their individual privacy policies.

### **Changes to this Policy**

All changes to the AABC's privacy policy will be posted on the AABC website. If you have a concern about your privacy or this policy, please contact [info@aacbc.ca](mailto:info@aacbc.ca).