PROFESSIONAL SURVEYORS CANADA
GÉOMÈTRES PROFESSIONNELS DU CANADA

PRIVACY POLICY
Adopted 13.10.01

Professional Surveyors Canada is committed to protecting the privacy of personal information of its members, volunteers, partners, associates, and all users of its services. This Privacy Policy has been prepared to affirm Professional Surveyors Canada's commitment to maintaining high standards of confidentiality, to provide information on Professional Surveyors Canada's practices concerning the collection, use, and disclosure of your personal information and to comply with the Personal Information Protection and Electronic Documents Act (PIPEDA).

1. Defining personal information

Personal information is any information about an "identifiable individual" that can be used to distinguish, identify, or contact a specific individual. Business contact information such as information on your business card and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories are not considered personal information under federal legislation (PIPEDA). Information about corporations is not considered personal information.

Where an individual provides his or her home address to Professional Surveyors Canada as their business contact information, Professional Surveyors Canada considers it to be business contact information, and is therefore not subject to protection as personal information.

2. Collection of personal information

If you request information, products or services from Professional Surveyors Canada, we will collect name and contact details including address(es), mailing preference, telephone numbers, email address, and language preference.

We collect no personal information about you unless you choose to provide that information to us. We do not use techniques that collect personal information about anyone without their knowledge. We only collect personal information about individuals when they specifically and knowingly provide it to us, for example when they apply for membership, register for an event, or complete a registration form.

Professional Surveyors Canada does not collect credit card information when you pay for items or services purchased. Credit card transactions are processed through PayPal or other secure third party financial service providers.

Professional Surveyors Canada does collect and retain information about your transaction history when you purchase membership, items or services from Professional Surveyors Canada.

Professional Surveyors Canada also provides individuals with an opportunity to specify certain preferences in service delivery; if an individual chooses to provide such information, Professional Surveyors Canada will collect and maintain language preference in order to send individuals the information they need in the language they prefer, as well as other special needs requested for a specific event (i.e. meal preference).

3. Professional Surveyors Canada Website

A visitor to the Professional Surveyors Canada website is not required to reveal any individually identifiable information, nor is such information collected passively by electronic means. Personal information is only collected when an individual voluntarily submits his or her information such as in an online membership application form, event registration form or an online survey. The personal information collected in this manner is subject in full to the Privacy Policy contained in this document.

If you do nothing during your visit but browse through the website, read pages, or download information, we will neither gather nor store any personal information about you. Our web server collects statistical data about visitor information used only in aggregate. This tracking system does not record personal information about individuals or link this information to any personal data collected.

4. Use of information

Professional Surveyors Canada commits to you that individual information will be used to establish and maintain responsible relationships with you, to provide you with products, services and support, and to respond to member needs. Your personal information will be used to provide you with the specific transaction that you applied for or services requested in the application you submitted.

One of Professional Surveyors Canada's primary objectives is disseminating information to its members. The achievement of Professional Surveyors Canada's objectives involves, among other things, providing you with news and information about events, products, and services that are of interest to its members such as industry news, legislative updates, professional development programs, and other services.

5. Consent by individuals

The information you provide to Professional Surveyors Canada – such as your name, address, email, etc. – allows Professional Surveyors Canada to inform you about events and activities and to notify you of issues, events, or special offers which may be of interest to you. By becoming a member or by requesting information or registering for events offered by Professional Surveyors Canada, you are giving Professional Surveyors Canada permission to contact you by way of the information you provide. You may choose not to be contacted by Professional Surveyors Canada by using the 'Unsubscribe" link in any of Professional Surveyors Canada's email correspondence or by contacting the Professional Surveyors Canada office at info@psc-gpc.ca or 1-800-241-7200 or 613-695-8333.

6. Disclosure of personal information

Professional Surveyors Canada may share aggregate information about its members and customers – not individual data – with sponsors, potential sponsors and other parties to help them better understand Professional Surveyors Canada members and their interests.

Such aggregate information is used to give Professional Surveyors Canada demographic data about its members in order to improve the organization and the programs and services we provide.

7. Security of information

Professional Surveyors Canada endeavours to maintain appropriate safeguards and adequate physical, procedural and technical security with respect to our offices and information storage facilities so as to prevent any unauthorized access, disclosure, copying, use, or modification of personal information. Safeguards include securing physical documents and technological measures by way of secure access. Professional Surveyors Canada employees are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.

To ensure the integrity and privacy of the personal and credit card information you pass to us via the Internet when you make an online transaction, Professional Surveyors Canada has obtained a Secure Socket Layer (SSL) Server Certificate, the industry standard with the strongest level of 128-bit encryption. All information collected within a secure page is encrypted while being transmitted to CSAE's secure server. The server is protected by a firewall that is regularly updated when new patches and fixes are released.

8. Contact Us

If you have any questions or concerns about this Privacy Policy or about Professional Surveyors Canada's information handling practices, please contact us at:

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