

# **University of Manitoba Retirees Association**

## **Privacy Policy**

### **1 Principles and Definitions:**

1.1 The University of Manitoba Retirees Association (UMRA) is committed to protecting personal information provided by its members.

1.2 UMRA may collect personal information about its members including name, current address, telephone number(s), and e-mail address.

1.3 The personal information collected by UMRA about any of its members will be used exclusively for UMRA business.

1.4 If you provide personal information to UMRA for any reason, this information will be protected. Whether this information be in electronic or paper-based form, UMRA maintains strict security to safeguard it from unauthorized access, disclosure or misuse. When we no longer need your personal information, it will be deleted from our records. Normally this information will be reviewed, and deleted within one year, as monitored by the UMRA Privacy Officer

1.5 In the event that we transfer your personal information to any third party for processing (for example mail distribution), we require such party to protect our members' confidentiality in a manner consistent with our above policies (such as by contract, written agreement or letter of guarantee), and as required by law.

### **2 UMRA's Website and Privacy**

2.1 UMRA is committed to respecting the privacy of all visitors to our website. UMRA's policy is to collect no personal information about you when you visit our website unless you choose to provide that information to us.

2.2 If during your visit to UMRA's website you only browse through it, read pages, or download information, our site may automatically collect and store certain information about your visit. This information does not identify you personally, and it includes only:

2.2.1 the Internet Protocol (IP) address from which you access UMRA's website,

2.2.2 the date and time when you access our site,

2.2.3 the web-pages you visit,

2.2.4 the length of time of your visit, and

2.2.5 the web browser you are using.

2.2.6 We may use this information for statistical analysis to help us make the UMRA website more useful to visitors.

2.3 You need not reveal personal information in order to visit our website. If you choose to provide us with information about yourself by means of an e-mail or any other Internet form of message in order to make a specific request, we will maintain this information while it is needed to respond to your question, or to fulfill the stated purpose of your communication. When no longer needed, this information will be deleted, as in 1.4 above.

2.4 For security purposes, UMRA's web-hosting service supplier may monitor network traffic in order to identify unauthorized attempts to upload or change information, or to otherwise cause damage. No effort is made to link the information received by this supplier's software with the identity or address of an individual visiting our site, unless an attempt to damage a site has been detected.

2.5 UMRA may decide in future that its website should use cookies (files that a website can send to your browser, to help the server recognize you on a future visit). Cookies, if used, will not store any personal information, and will be deleted at the end of your visit.

### **3 Consent**

3.1 UMRA accepts the following two methods as your consent for existing and future collection, use and disclosure of your personal information for purposes identified above:

3.1.1 Your expressed written consent to UMRA, as obtained through an application process (if written consent is not possible, oral consent is possible with a record made attesting to this)

3.1.2 Your implied consent to UMRA, signified by requesting information, assistance, or the delivery of a product or service.

3.2 The achievement of UMRA's objectives involves communicating with its membership en masse. If an individual member does not consent to having his/her personal information used for such communication, then his/her personal information shall be used by UMRA for purposes of communicating with that member only, and for identified purposes. It shall not be provided to anyone else

## **4 Questions and Complaints**

4.1 Members who may want to verify their personal information on file, or have a question or complaint related to this Privacy Policy or to any of its procedures, should write to the following address; Attention to: Privacy Officer, University of Manitoba Retirees Association, c/o Learning & Organizational Development, 137 Education Building, Winnipeg, MB, R3T 2N2.

## **5 UMRA'S Procedures for Policy Enforcement**

5.1 The UMRA Executive shall appoint a Privacy Officer for three years who shall carry out the following functions:

5.1.1 to ensure that the Privacy policy is being followed, including the regular deletion of personal information from the UMRA website;

5.1.2 to answer questions and deal with complaints;

5.1.3 to report annually to the Executive on the carrying out of the above functions; and

5.1.4 to refer to the Executive at other times when necessary concerning the above functions.