



Northern Lights, the Ontario Federation of 4WD Recreationists
15-1730 McPherson Court
Pickering ON L1W 3E6
www.of4wd.com

Policy Document - Privacy

Written: July, 2004

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Disclaimer

Northern Lights 4x4 Trailriders Assoc. policy documents are not by-laws. They are documents that explain some of the procedures and stances Northern Lights takes on certain issues. They outline procedure and clarify the process involved in interacting with Northern Lights. Policy documents are updated periodically and thus should be revisited regularly if in question. Northern Lights makes no claims as to the completeness of the information herein. The comments below are based on the opinion and judgment of the Board of Directors for guidance purposes only and should not be considered legally binding.

Our Commitment to Protecting Your Privacy

Northern Lights 4x4 Trailriders Association is committed to protecting the privacy of its members and other individuals about or from whom we collect personal information. The Northern Lights 4x4 Trailriders Association embraces the principles of the Canadian Standards Association Model Code for the Protection of Personal Information to ensure that all personal information is properly collected, used only for the purposes for which it is collected, and is disposed of in a safe and timely manner when no longer required.

Northern Lights 4x4 Trailriders Association is a not-for-profit organization dedicated to promoting the organization and continuation of recreational four wheel drive activities for the owners of sport utility and pick-up style vehicles.

Because we deal with individuals and information about those individuals, it is essential that we protect the privacy of that information. (Although the Personal Information Protection and Electronic Documents Act ("PIPEDA") does not apply to most of our activities, we always strive to embrace best practices, and are therefore following the principles of the CSA Model Code for the Protection of Personal Information upon which PIPEDA is based.)

Our Privacy Principles

Our mandate is to maintain and enhance long-term relationships with our members in order to support our member clubs and individual members, and an important aspect of these relationships is knowing the members. We also recognize that information is private, and our members trust us to treat that information appropriately; we are committed to protecting the confidentiality of this data. The following principles reflect our pledge to safeguard members' personal information:

1. We are accountable for your personal information

We are responsible for all personal information in our possession. All employees, agents and authorized service providers of Northern Lights 4x4 Trailriders Association are required to protect the confidentiality of your personal information. We take every precaution to ensure confidentiality of your information. The data you or your club provide to us is used to assist with our insurance and membership and respond to any of your requests. We keep your personal information and the business you do with us in strict confidence.



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2. We collect, use and disclose personal information only for purposes that we identify to you

Personal information collected will be limited to that required for the purposes identified by us when the information is collected. We obtain personal information about you lawfully and fairly.

Personal information collected will be limited to that required for the purposes identified by us. Northern Lights 4x4 Trailriders Association has various Special Events to build public awareness and raise additional dollars for our charitable work. Some of these events require the gathering of

personal information, and we will inform you of the purpose for which the information is being requested. We use this information only for purposes related to this event, and destroy it as soon as it is no longer required.

3. We will obtain your consent

We collect, use or disclose your personal information with your permission. Your permission may be expressed in writing or be implied, and you may give it to us verbally or electronically.

You may withdraw your permission to collect, use and disclose your personal information at any time, subject to legal and contractual restrictions and reasonable notice.

4. We keep your personal information accurate and up to date

We maintain appropriate procedures to ensure that personal information in our possession is accurate and up to date. You are entitled to seek a correction of your personal information if you believe that the information in our possession is not correct. If you believe any of the information we have collected about you is incorrect or incomplete, you have the right to ask us to change it or delete it. If your personal information is inaccurate or incomplete, we will make the necessary changes.

5. We do not sell your personal information

We do not sell your personal information.

6. We will limit how long we keep information

We will keep your personal information only as long as it is necessary to satisfy the purposes for which it was obtained, or as required by law.

When we destroy personal information, we will use safeguards to prevent unauthorized parties from gaining access to that information during the process.

7. We safeguard your personal information

The Northern Lights 4x4 Trailriders Association will protect your personal information by safeguards that are appropriate to the sensitivity of that information. Access to your personal information is restricted to Northern Lights 4x4 Trailriders Association board members or authorized volunteers who need it to do their jobs. We maintain appropriate technical and organizational safeguards to protect your personal information against loss, theft, unauthorized access, disclosure, copying, use or modification. We have developed security procedures to safeguard and protect personal information against loss, theft, unauthorized disclosure, copying, and unauthorized use or modification.

8. We will be open about our privacy practices

The Northern Lights 4x4 Trailriders Association will make readily available to you specific information about our policies and practices relating to the management of personal information.



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9. We allow you to access your personal information

You may ask whether we hold any personal information about you, ensure that it's accurate and to see that information, as provided by law. You also have the right to know:

- how we collected your personal information.
- how we are using it.

10. You may register a complaint

You may register a privacy-related complaint by contacting Northern Lights Privacy Officer. We will explain our procedure and inform you about other complaint procedures available. We will investigate all complaints. If an objection is justified, we will take all appropriate steps to repair the situation, including changing our policies and practices if necessary.

For more information

For more information please contact our privacy officer in writing:

by email: info@of4wd.com

by post: Privacy Officer
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