



LINDSAY & DISTRICT MODEL RAILROADERS

By-Law Number 8

PRIVACY CODE

The Protection of Personal Information

It is the policy of the Lindsay & District Model Railroaders Inc. (L&DMR) to respect and safeguard the privacy of our members. While the L&DMR does not engage in activities of a commercial character, we are committed to protecting the privacy and confidentiality of personal information in a manner consistent with the following principles.

PRINCIPLE 1 - ACCOUNTABILITY

The L&DMR is responsible for personal information under its control and shall designate an Executive Member or Executive Members as Privacy Compliance Officers who are accountable for the L&DMR's compliance with the following principles.

PRINCIPLE 2 - IDENTIFYING PURPOSES

The purposes for which personal information is collected shall be identified by the L&DMR at or before the time the information is collected.

PRINCIPLE 3 - CONSENT

The knowledge and consent of the member are required for the collection, use, or disclosure of personal information.

PRINCIPLE 4 - LIMITING COLLECTION

The collection of personal information shall be limited to that which is necessary for the purposes identified by the L&DMR. Information shall be collected by fair and lawful means.

PRINCIPLE 5 - LIMITING USE, DISCLOSURE, AND RETENTION

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfilment of those purposes.

PRINCIPLE 6 - ACCURACY

Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

PRINCIPLE 7 - SAFEGUARDS

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

PRINCIPLE 8 - OPENNESS

The L&DMR shall make readily available to members specific information about its policies and practices relating to the management of personal information.

PRINCIPLE 9 - INDIVIDUAL ACCESS

Upon request, a member shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. A member shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

PRINCIPLE 10 - CHALLENGING COMPLIANCE

A member shall be able to address a challenge concerning compliance with the above principles to the Privacy Compliance Officer.

These Principles apply to the Lindsay & District Model Railroaders not only as an organization but also to each individual member, prospective, or past member as a condition of membership or association with the Lindsay & District Model Railroaders, with respect to the Personal Information of other members.

November 25, 2010

L&DMR Policy 1 - Privacy Code.wpd