



# Privacy Policy

## **INTRODUCTION:**

The Ontario Courthouse Libraries Association's (OCLA) is committed to protect the privacy, confidentiality and security of your personal information and to ensure compliance with the Personal Information Protections and Electronic Documents Act (PIPEDA) and any other related legislation.

## **PURPOSE:**

We collect contact and/or personal information about you in order to provide you with programs and services, to facilitate the volunteer activities of this Association, and to assist with communication among your fellow members.

## **PROCEDURES:**

### **What information do we collect?**

- Personal and other information you choose to provide in membership and registration forms (primarily your business contact information).
- Information you provide in emails or contact forms that you send us.
- Personal information you may provide in response to surveys and other research tools.
- Transaction information necessary to maintain accurate business records needed for audit purposes.

### **What do we do with your personal information?**

We use your personal information:

- to accurately identify you;
- to establish your membership and to maintain, record and store your membership information;
- to serve your professional needs;
- and to meet our legal and regulatory requirements under Canadian law

### **With whom is your information shared?**

OCLA does not sell or distribute our members' personal information to others. In certain circumstances, we may share your information with others outside OCLA, that may include:

- Third Party Suppliers whom we engage to perform services on our, and on your behalf. These third-party suppliers are not permitted to distribute this information to others.
- If OCLA is compelled to disclose personal information in response to a law, regulation, court order, or other legally valid request or enquiry. We may disclose information in connection with the enforcement or protection of our legal rights, or in order to comply with any regulatory requirements to which we are subject. This aids us in following honest and ethical business practices.

### **How is your information protected?**

Your information is held in a pass code-protected database and is only available for use by select OCLA Board Members in the conduct of the Association's regular business.

### **What privacy rights do you have?**

You may request access to your personal information that we hold and question the accuracy of this information. You may withdraw consent given at any time by contacting any member of the current OCLA Executive by email or postal mail at the addresses noted on the OCLA website at <https://oclanet.com> .

### **Who do you contact about privacy concerns at the OCLA?**

If you have any questions or concerns about our Privacy Policy you may contact any member of the OCLA Executive, as listed on the OCLA website at <https://oclanet.com>, via email, telephone, or postal mail.

## **ADDITIONAL INFORMATION**

### **Cookies**

A cookie is a small computer file or piece of information that may be stored in your computer's hard drive when you visit our website. We may use cookies to improve our website's functionality and to provide visitors with a customized online experience.

Cookies are widely used and most web browsers are configured initially to accept cookies automatically. You may change your Internet browser settings to prevent your computer from accepting cookies or to notify you when you receive a cookie so that you may decline its acceptance. Please note, however, if you disable cookies, you may not experience optimal performance of our website.

### **Other Websites**

Our website may contain links to other third-party sites that are not governed by this privacy policy. Although we strive to only link to sites with high privacy standards, please note that our privacy policy will no longer apply once you leave our website. Please be aware that we are not responsible for the privacy practices employed by third-party websites. Therefore, we encourage you to examine the privacy statements of those sites to learn how your information may be collected, used, shared and disclosed.

***Approved: November 9, 2021***