

Privacy Policy

Purpose

The purpose of the Personal Information Protection Act ("Act") is to govern the collection, use and disclosure of personal information by organizations in a manner that recognizes both the right of individuals to protect their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances. Application

This policy does not apply to information that has been collected on or before January 1, 2004.

The Potters Guild of British Columbia ("the Guild")

designates its Secretary as the Privacy Officer who can be contacted at c/o The Gallery of BC Ceramics, 1359 Cartwright Street, Granville Island, Vancouver, BC. Consent required

The Guild will collect and use only such information as is required for the operation of the Guild in the provision of services to its members. The Guild will collect, use and disclose information about its employees if it is reasonable to do so for the purpose of establishing, managing and/or terminating an employment relationship between the organization and the individual. Should a member or employee have questions regarding their consent, wish to withdraw said consent, or request access to collected information and a review of the content thereof, they must forward their request to in writing to the Privacy Officer. Disclosure & Care of Personal Information The Guild will disclose personal information within the guidelines of the Act solely for the daily operation of the Guild. Personal member information that is published, posted, printed, mailed, or e:mailed by the Guild is private. Members shall use such information for Guild purposes only. Members shall not copy or distribute such information or use it for any purpose except as authorized by the Board of Directors of the Guild. The Guild will also collect and use personal information for archival or historical purposes in accordance with the guidelines of the Act.

The Guild will make a reasonable effort to ensure that personal information collected by or on behalf of the organization is accurate and complete, and protect personal information in its custody or under its control by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.