



Privacy – Policy Paper

The following policy paper offers information on how the Greely Community Association (GCA) gathers and utilizes the personal information provided by its members and how it protects the personal nature of the data collected.

1. COLLECTION AND USE OF PERSONAL INFORMATION

The GCA collects personal information in order to effectively communicate with its members. Personal information collected includes, but is not limited to, name, address, phone number, email address and area of interest. This personal information is communicated to the GCA on a voluntary basis either at monthly meetings, membership drive locations, registration, by intentional contact with a current GCA member or by any other means chosen by the person in question.

2. ACCURACY

The GCA strives to ensure that the information collected is accurate, complete and up-to-date. Members are encouraged to inform the GCA of any changes in their personal information in order to help the GCA preserve accuracy in the personal information it maintains.

3. ACCESS

The GCA executive will have access to the personal information for the sole purpose of effectively communicating with members. Upon request, members may access their own personal information for review.

4. DISCLOSURE OF PERSONAL INFORMATION

Personal information collected by the GCA will not be disclosed to the membership, nor will it be disclosed to a third party without consent of that member. If consent is not obtained, the personal information will not be disclosed. The only persons with access to the personal information are the secretary of the GCA (or the secretary's designated representative) and the GCA executive. If a GCA member, or a third party, wishes to contact the GCA membership, the information they wish to share must be given to the secretary (or the secretary's designated representative) to be distributed to the membership on their behalf. The GCA will not take ownership of the information shared by these means.

5. CONSENT

Consent for the use of personal information collected by the GCA in order to achieve the purpose described herein will be obtained at the time of the collection. At this time, the new or prospective member will be informed of the intended use of their personal information.



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6. PROTECTION OF PERSONAL INFORMATION

To prevent unauthorized access and inappropriate use, personal information collected by the GCA is stored electronically and in hard copy files which are subject to physical and electronic safeguards, such as storage in restricted areas and restricted computer use. Only the secretary (or the secretary's designated representative) and the GCA executive may access the information, if required.

7. RETENTION AND DESTRUCTION

The personal information collected will be retained until the member expresses their desire to be removed from the GCA contact and membership list, or until the demise of the GCA.

8. CONCERNS

If GCA members or prospective members have any questions or concerns pertaining to their personal information collected, they may contact the president of the Greely Community Association at president@greelycommunity.org