



Professional Writers Association of Canada (PWAC)

Privacy Policy

Accountability

The Professional Writers Association of Canada's (PWAC) mission is to promote the interests of professional freelance writers.

PWAC is committed to protecting the privacy of all the individuals who support its mission. PWAC strives to protect the privacy of its members with confidential membership processes, and abiding by its members' wishes.

Collection of Personal Information

In order to fulfill its mandate, PWAC collects the name, company name, address, home telephone number, work telephone number, email address and website address of its members. This information is collected through membership forms and the PWAC websites writers.ca and www.pwac.ca. Occasionally, information is also collected in person at special events.

Purpose for Collecting Personal Information

PWAC only collects personal information, by fair and lawful means, necessary to fulfill the identified purposes. Personal information is collected for the following National/Executive, Regional Director, Local Chapter Executive and Committee purposes:

National Office /Executive Level

The National office is run by paid PWAC staff who work under the direction of the National Executive. To:

- maintain an accurate national membership database;
- inform the National Executive of any new members applications;
- establish basic member listings on the writers.ca website;
- maintain subscriptions on the PWAC list servs;
- organize awareness and advocacy campaigns;
- conduct internal surveys and focus groups;
- notify members about PWAC all relevant activities, through email Bulletins, an email newsletter, brochures, reports, petitions, and website educational and awareness resources.

Regional Director Level

There are five PWAC Regional Directors who sit on the National Executive and also oversee the activities of their delegated regions as a whole.

- To maintain an accurate region based membership database.
- To organize regionally based awareness and advocacy campaigns.

Local Chapter Executive Level

There are currently twenty-two local PWAC chapters across Canada. Information available to local PWAC chapters is restricted to members of that chapter only.

- To maintain an accurate local chapter membership database.
- To organize locally based awareness and advocacy campaigns.
- To conduct internal local chapter surveys and focus groups.
- To notify chapter members about PWAC local chapter activities, through email Bulletins, an email newsletter, brochures, reports, petitions, and chapter website educational and awareness resources.

Committee Level

PWAC has a number of standing and from time-to-time AdHoc committees who have specific mandates aimed to forwarding the development of the organization. Information available to PWAC committees is restricted to use within the committee only for specific purposes.

- To conduct internal surveys and focus groups directly related to committee activities.
- To organize awareness and advocacy campaigns directly related to committee activities.
- The National Conference Committee also collects data via email, fax and mail related to conference registration including personal details and payment information

PWAC obtains consent to use the personal information for purposes listed above at the time of collection of information. Members have the option to decline use of their personal information used for any purpose listed above. To obtain a copy of the Consent Form, please contact PWAC by email at info@pwac.ca phone at (416) 504-1645, or visit our website www.pwac.ca

Disclosure and Retention of Personal Information

PWAC never trades or sells email addresses. PWAC uses them to provide members with information. PWAC does not sell or trade personal information of its members and employees unless PWAC has their consent. To obtain a copy of the Consent Form, please contact PWAC by email at info@pwac.ca phone at (416) 504-1645, or visit the website www.pwac.ca

PWAC may, however, from time to time, use a third party mailing house to mail newsletters, election mailing and direct mailing about PWAC's activities. In addition, credit card information, if provided by the member, is shared with the

bank. The third parties in these instances are contracted to comply with strict information privacy standards, including rules and guidelines of federal privacy legislation, and are required to destroy the information supplied after one use.

The personal information of the members is retained for an indefinite period and will be protected unless the member or donor requests PWAC to return or destroy certain or all their information.

Accuracy of Personal Information

PWAC makes every effort to accurately record all information. If there are any errors or if personal information has changed, we ask members to contact the Privacy Officer to update the file. PWAC will take reasonable steps to amend the same information if it is in the possession of a third party.

Security and Protection of Personal Information

All personal information, such as e-mail addresses and financial information, collected on PWAC's website is knowingly and specifically supplied to by the website user.

Membership pages on the PWAC website are encrypted, with a security certificate. The data collected on the website is transferred to a secure database, accessed only by password protection on a secure transmission line.

Personal information is stored in the PWAC database and in hard copy files. Electronic information stored in computers is password protected. Backup disks and hard copy paper files are kept in locked cabinets. Only a limited number of authorized PWAC personnel have access to the secured personal information.

All personal information contained in paper format is destroyed by shredding. Electronic information is destroyed by deletion. If the hardware is discarded, the hard drive is physically destroyed.

"Cookies" are bits of information sent to computers from a website through a browser program. Cookies help people access pages faster and allow the PWAC server to recognize people as they move from page to page. If a person chooses not to accept cookies, some sections of the PWAC site may not be available. PWAC reads cookies specifically written for its website and does not use cookies to track a user's internet history on other sites.

Access to Personal Information

PWAC's Privacy Policy is available to anyone interested. It is available on the PWAC's website (www.pwac.ca), or a hard copy can be obtained by contacting the Privacy Officer.

Members are entitled to access to their personal information that is in the possession of PWAC. If a member wants to see their personal information, they

are welcome to contact the Privacy Officer. PWAC will provide access to personal information (some exceptions might apply) and provide any assistance required in understanding the nature of personal information that is in its possession. There is no cost to gain access to personal information.

PWAC may ask that the member put their request in writing. If PWAC are unable to give access, PWAC will inform the member within 30 days, in writing, with the reasons for not giving access.

If a member wishes to make a formal complaint about PWAC's privacy practices, they may do so in writing to the attention of the Privacy Officer. The Privacy Officer will acknowledge receipt of the complaint, and ensure that it is investigated promptly and that the member is provided with a formal decision and reasons in writing.

Policy Updates and Changes

Due to the fast-changing nature of online technologies, PWAC may change this policy from time to time. Changes may occur without warning and they will be reflected on this page.

Further Inquiries

People's privacy is important to PWAC. Any questions or concerns about the way personal information is being used should be directed to PWAC's Privacy Policy Officer.

Privacy Officer
PWAC National Office
215 Spadina Avenue, Suite #123
Toronto ON M5T 2C7

Tel: (416) 504 - 1645
Fax: (416) 913-2327
Email: info@pwac.ca
Web: www.pwac.ca

This policy is made under the *Personal Information Protection and Electronic Documents Act*.

Further information on privacy and your rights in regard to your personal information may be obtained from the Privacy Commissioner at:

Privacy Commissioner of Canada
112 Kent Street, Ottawa, Ontario K1A 1H3
Tel: (613) 995-8210 Toll-Free: 1-800-282-1376 Fax: (613) 947-6859
TTY: (613) 992-9190
Email: info@privcom.gc.ca Web: www.privcom.gc.ca