



## PRIVACY POLICY

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Approved by resolution of the Board of the Architectural Woodwork Manufacturers Association of Canada ("AWMAC") and adopted and made effective on October 27, 2020.

### 1. STATEMENT

AWMAC is committed to safeguarding the personal information entrusted to AWMAC by its members or others seeking AWMAC resources.

This Privacy Policy (the "**Policy**") sets out a summary of the principles and procedures that AWMAC follows in meeting its privacy commitments and complying with, to the extent they are applicable, the requirements of the laws and regulations under applicable privacy laws in Canada, including the *Personal Information Protection and Electronic Documents Act*, the Canadian Anti-Spam Law (CASL) Legislation and applicable Provincial privacy legislation.

The Policy applies to AWMAC and its collection, use and disclosure of personal information relating to its members or any individuals with respect to whose personal information AWMAC collects in the course of any commercial activities. This Policy addresses personal information about identifiable individuals only and does not apply to any information collected, used or disclosed with respect to corporate or commercial entities.

This Policy does not impose any limits on the collection, use or disclosure of the following information by AWMAC:

- your business contact information; and
- certain information that is publicly available (such as information in telephone directories and public registries).

To the extent anything in this Policy is inconsistent with applicable privacy laws, as they exist as of the date hereof or as they may be amended or implemented in the future, AWMAC will comply with all applicable legislation and the terms of this Policy will be amended or altered as necessary to ensure AWMAC is in compliance with all applicable laws.

### 2. DEFINITION OF PERSONAL INFORMATION

- 2.1. Personal information means information about an identifiable individual. This includes, without limitation, an individual's name, home address, email address, phone number, age, sex, race, nationality, ethnicity, origin, marital or family status, healthcare history (including information on physical or mental disability), an identifying number, financial information, educational history, etc.



### 3. COLLECTION OF PERSONAL INFORMATION

3.1. AWMAC collects only the personal information that is required for the purposes of providing services to members. Some of the primary purposes for which we collect and use your Personal Information include:

- a) to provide services and benefits to you in your capacity as an AWMAC member;
- b) to complete a transaction with you when you purchase or use a product or service offered by us;
- c) to advise you of AWMAC products or services that may be of interest to you;
- d) to maintain information about special skills and abilities of members;
- e) to allow AWMAC to communicate with members (e.g. electronic AWMAC newsletters and surveys to improve programs and services);
- f) to carry out AWMAC procedures such as committee participation, notice of annual general meetings and special meetings;
- g) to comply with its obligation at law under AWMAC's bylaws;
- h) to conduct research and analytics for purposes that include but are not limited to better understanding AWMAC members, allowing AWMAC members to provide feedback on products and services, and producing data analytics and statistical reports;
- i) to respond to inquiries you submit; and
- j) to establish and manage your listing on AWMAC's online membership directory.

3.2. AWMAC collects information directly from our members through the member itself or their regional Chapter. AWMAC may collect information from other persons with member consent or as authorized by law. AWMAC informs members, before or at the time of collecting personal information, of the purposes for collecting the information. The only time this notification is not provided is when a member volunteers information for a distinct purpose. This can include scenarios when: an individual emails AWMAC requesting that AWMAC provide further information on a topic; when a member sends in registrations; when a member is submitting an application; when a member is submitting an award nomination on behalf of another member; etc.

### 4. CONSENT

4.1. AWMAC asks for consent to collect, use or disclose member personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. AWMAC may assume consent in cases where members volunteer information for an obvious purpose, as indicated within the "Collection of Personal Information" paragraphs in Section 3 noted above.



4.2. AWMAC asks for express consent for some purposes and may not be able to provide certain services if members are unwilling to consent to the collection, use or disclosure of certain personal information. Where express consent is needed, AWMAC will ask members to provide their consent orally, in writing or electronically. A member may withdraw consent to the use and disclosure of personal information at any time unless the personal information is necessary for us to fulfill our legal obligations. AWMAC will respect your decision, but may not be able to provide the member with certain products and services if AWMAC does not have the necessary personal information.

4.3. AWMAC may collect, use or disclose member personal information without consent only as authorized by law. For example, AWMAC may not be required to request consent when the collection, use or disclosure is reasonable for an investigation or legal proceeding, to collect a debt owed to AWMAC, in an emergency that threatens life, health or safety, or when the personal information is from a public telephone directory.

## **5. SAFEGUARDING PERSONAL INFORMATION**

5.1. AWMAC protects member personal information in a manner appropriate for the sensitivity of the information. AWMAC aims to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

5.2. AWMAC uses appropriate security measures when destroying member personal information, including shredding paper records and permanently deleting electronic records. AWMAC retains member personal information only as long as is reasonable to fulfill the purposes for which the information was collected or for legal or business purposes.

5.3. Our AWMAC website(s) may provide links to third-party websites. Our Privacy Policy does not extend to these third-party websites, and it is recommended that users read the privacy policies of these websites. We are not responsible for the content of or the privacy practices employed by third-party websites.

## **6. ACCESS TO RECORDS CONTAINING PERSONAL INFORMATION**

6.1. Members of AWMAC have a right of access to their own personal information in a record that is in custody or under control of AWMAC, subject to some exceptions. AWMAC has the right to refuse to provide access to information that would reveal personal information about another individual and to refuse access to personal information if disclosure would reveal confidential



business information. Access may also be refused if the information is privileged or contained in mediation records.

- 6.2. If AWMAC refuses a request in whole or in part, the member will be provided with the reasons for the refusal. Where exceptions to access apply, AWMAC may withhold that information and provide the member with the remainder of the record. Members may request for access to personal information by writing to our official mailing address cited on our website. Members must provide sufficient information in the request to allow AWMAC to identify the information the member is seeking. Members may also request information about AWMAC's use of personal information.
- 6.3. AWMAC relies on members to notify AWMAC if there is a change to their personal information that may affect their relationship with our organization. If a member is aware of an error in our information about themselves, please contact us, and it will be corrected on request wherever possible. In some cases, we may ask for a written request for correction.
- 6.4. AWMAC may charge a reasonable fee to provide information, but not to make a correction. AWMAC will advise members of any fees that may apply before beginning to process a request.

All comments, questions, concerns or complaints regarding your Personal Information or our Privacy Policy and practices, should be forwarded to AWMAC's Executive Director as follows.

By mail:

Architectural Woodwork Manufacturers Association of Canada  
Attn: Executive Director  
P.O. Box 36525, RPO MacTaggart  
Edmonton, AB T6R 0T4

By email:

michelle\_morrell@awmac.com