



www.vanpah.com  
email: vanpah@gmail.com

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## PRIVACY POLICY

Adopted July 23, 2020

### Scope

The Vancouver Pups and Handlers Society (“VAN-PAH”) values your privacy and is committed to protecting all personal information under its control. This privacy policy describes what information we collect, why we collect it, and how we handle it. This policy applies to all personal information collected by or provided to VAN-PAH.

This policy is subject to change due to changes in organizational structure or legal and regulatory requirements. Updates to this policy will be posted to [www.vanpah.com](http://www.vanpah.com) and communicated to email subscribers, however it is good practice to check this document regularly to ensure that you remain up-to-date.

### Definition of Personal Information

We consider personal information to be any recorded information that identifies or can identify an individual. Thus, personal information includes your legal name, address, phone number, email address, date of birth, gender identity, credit card details or other financial information, donation amounts and dates, and/or information about your membership with VAN-PAH.

Non-identifiable or aggregate information, such as statistical information about VAN-PAH membership, or information that is of public record is not considered personal information.

### Information We Collect

We may collect personal information such as your name, address, contact information, birth date, or other information for reasons including, but not limited to:

- Management of your VAN-PAH membership;
- To provide events and services to you, and to communicate information about those events and services;
- To communicate news or other information that may be of interest to you, and, if you are a member, to inform you of general meetings and other important proceedings;



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- For accounting purposes, such as payment processing or the issuance of tax receipts;
- To keep a record of your relationship with us, which may include emails or other communications exchanged; or,
- To perform age verification.

All personal information we collect is provided voluntarily and knowingly by you. We do not gather any personal information automatically or without your consent.

When you provide us with information such as your email address, we may occasionally contact you with newsletters, meeting notices, and other information that may be of interest to you. You may opt-out of receiving any of these communications by following the unsubscribe link in any newsletter we send, or by contacting us at [vanpah@gmail.com](mailto:vanpah@gmail.com).

### **Access to Personal Information**

In general, your personal information will only be accessible by directors on the VAN-PAH Board, however, in order to carry out the services we provide to you, we will be required to share some of your personal information with third-party service providers.

When personal information is shared, we will only share information necessary for these third-parties to perform the service they provide to us. These services may include email distribution, accounting, banking, and other services needed for the operation of VAN-PAH.

In some cases these third-party service providers may be outside of Canada, operating under different privacy legislation. We will always require that any third-party we share information with have a robust privacy policy of their own, ensuring all personal information is securely stored and protected.

You have the right to view the personal information we have collected about you. To do so, or to request a correction be made to your personal information, please email [vanpah@gmail.com](mailto:vanpah@gmail.com).

With the exception of the cases stated above, we will never sell, distribute, or share your personal information without your permission, unless required by law or legal order.

### **Protection of Personal Information**

VAN-PAH is committed to protecting your privacy and the security of your personal information.



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Any personal information provided to VAN-PAH, whether through membership registration, email subscription, forms on our website, or by other means, is collected, used, and protected in accordance with the Personal Information Protection Act.

Personal information is stored on a secure, TLS protected server. All data is encrypted and is not accessible by anyone except the current VAN-PAH board. Whenever personal information is included in any printed document, it is kept in a secure location and destroyed once its intended use has been completed.

The privacy of all pieces of personal information is treated equally. That is, your email address will be protected with the same privacy and security as your physical address or phone number. Likewise, no individual's personal information will be treated as more private than any other's.

Personal information will only be stored, used, and disclosed for the purposes set forth in this policy. Your personal information will never be made available to other members of VAN-PAH or to members of the public without your explicit consent.

### **Privacy Officer Contact**

For questions or concerns regarding the collection, disclosure, or use of your personal information, you may contact:

David Van Landuyt (Pup Apollo)  
vanpah@gmail.com