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## Privacy Policy

### **1. Introduction**

Protecting the privacy and confidential information of our Chamber and its Members, whether information is gathered over the phone, through the internet or in person, has always been a top priority for the Indigenous Chamber Of Commerce of Ontario (ICCO). This policy and related procedures are consistent with the Canadian Standards Association Model Code for the Protection of Personal Information (herein "CSA Model Code), the Personal Information Protection and Electronic Documents Act ( PIPEDA) and all other applicable privacy legislation.

### **2. Privacy Statement**

2.1. This policy deals only with the personal information of the Indigenous Chamber of Commerce of Ontario's members and associates. Personal information pertains to any information about an identifiable individual excluding business contact information and information that ICCO has received direct permission from the identified individual to share. The following statements explain how the Indigenous Chamber of Commerce of Ontario handles personal information. The Indigenous Chamber of Commerce of Ontario reserves the right to alter this policy and it may be updated periodically. Therefore these changes may impact the use of personal information. As a result please check for changes regularly.

### **3. Accountability**

3.1. The Indigenous Chamber of Commerce of Ontario is accountable for all personal information under its control. Any questions about how the Indigenous Chamber of Commerce of Ontario handles personal information should be directed to its Business Director, whose contact information can be found on the website.

#### **4. Purposes for Collection , Disclosure and Use of Personal Information.**

- 4.1. The purposes of the collection of personal information by the Indigenous Chamber of Commerce of Ontario is disclosed before the time the information is collected. The Indigenous Chamber of Commerce of Ontario collects personal information from its Members for the following purposes:
  - 4.1.1. To administer Membership to the Indigenous Chamber of Commerce of Ontario
  - 4.1.2. Processing and administering services
  - 4.1.3. For registration purposes for our events, meetings and webinars
- 4.2. The Indigenous Chamber of Commerce of Ontario will not use the personal information provided for any other purposes other than those provided above without express permission from the information provider.
- 4.3. With express consent from Members, the Indigenous Chamber of Commerce of Ontario will display Member information on our webpage through some of our services such as our Business Directory and our Interactive Map. Consent for disclosure of information through such services will always be required separately from collection consent.

#### **5. Consent**

- 5.1. The Indigenous Chamber of Commerce of Ontario always seeks consent for all personal information that it collects, discloses and uses. This is done by providing information on its use of personal information prior to collection, or at the time of collection. The Indigenous Chamber of Commerce of Ontario takes extra precautions when addressing the use of sensitive information, such as credit card information, and always seeks permission from the information provider before each use of the information.
- 5.2. If the information is given to the Indigenous Chamber of Commerce of Ontario voluntarily, whether that be through the online registration form or over the phone to one of its employees, that is considered to be consent to collection and to the use of that information under the Chamber's Privacy Policies.