

POLICIES AND PROCEDURES – PRIVACY & CONFIDENTIALITY

The CAMO is committed to protecting the privacy and security of your personal information obtained by reason of your relationship with us.

We define “Personal Information” as any information, recorded in any form, about an identified individual, or an individual whose identity may be inferred or determined from the information, other than business contact information (e.g. name, title, business address, telephone and fax numbers, and e-mail address).

By submitting personal information, you will be deemed to consent to the CAMO use of your personal information for the purpose of:

- ❖ Communicating with you generally, including for purposes of maintaining or renewing your membership with the CAMO, if applicable.
- ❖ Processing your registration for events.
- ❖ Communicating with you interesting research studies or surveys that have been vetted by the Executive.
- ❖ Complying with legal and governmental requirements.
- ❖ Fulfilling any other purpose that would be reasonably apparent to the average person at the time we collect it from you.

The CAMO collects only the information required to provide services to you, and to manage your membership with us. We store and manage your information on our secure membership database system. You can choose not to provide certain information, but you might not be able to take advantage of your full membership benefits.

The CAMO does not disclose personal information to any organization or person for any reason, nor does it engage in the practice of selling or trading membership information to third parties. Any email you may receive is sent directly from the CAMO Head Office.

The CAMO takes steps to protect your personal information such as:

- ❖ Restricted access to the office and locked filing cabinets.
- ❖ Electronic security measurer for computerized personal information such as password protection, database encryption and personal identification numbers. We work to protect the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information you enter.
- ❖ Only the last four digits of your credit card number are displayed.

You can change your consent preferences at anytime by contacting the CAMO Head Office.