



PRIVACY POLICY

Our privacy policy and commitment to protecting the privacy of our members has been practiced since the inception of the Ontario Opticians Association and policies have not varied since then, written and/or unwritten.

As of January 1, 2004, new federal privacy legislation, the *Personal Information and Electronic Documents Act* (PIPEDA), applies to any collection, use or disclosure of personal information.

How We Collect, Use and Disclose Your Information

When you purchase membership from us, you share personal information so that we may relay information about Association activities to you via surface mail, electronic mail, phone, fax, etc. We have assumed you have consented to our use of this information for various purposes, such as:

- . payment of membership dues
- . membership kit mail-out
- . annual membership renewal invoice mail-out
- . notices about upcoming continuing education events, additions to the distance module library, membership benefits updates, quarterly newsletters, etc.

What We Will Not Do with Your Personal Information

We will not sell or give away your personal information to anyone under any circumstances or for any reason.

We Strive to Protect Your Personal Information

The only person who has access to the personal information of Association members is its only staff member - Office Administrator – Karin Sheppard.

If You Need More Information

Please contact our office at 1-877-709-4141, or to find out more about privacy laws, contact the office of the Privacy Commissioner of Canada by telephone at 1-800-282-1376 or via their website at www.privcom.gc.ca.