

PRAXIS SOCIETY PRIVACY POLICY STATEMENT

March 2005

Our Commitment to Privacy

The Praxis Society (Praxis Science and Technology Network) is committed to protecting the privacy of its members, volunteers, sponsors, donors, partners, and program participants, and will manage the confidentiality of their personal information with care.

Information We Collect

With your consent, Praxis may collect personal information from you over the telephone, internet, mail, fax or other electronic media, or in person. This information may include name, contact information, program interests, special requests, evaluations, and any payment information.

Praxis shall maintain records for no less than seven (7) years. No names of individuals or corporations shall be published without prior consent of an authorized person. Anonymous donors shall be acknowledged accordingly.

How We Use Your Information

Praxis collects your personal information:

- ▶ To create a volunteer database matching skills and jobs.
- ▶ To be able to communicate with you.
- ▶ To inform you about Praxis activities.
- ▶ To create awareness of Praxis programmes and workshops that may be of interest to you.
- ▶ To confirm registration in workshops and courses.
- ▶ To comply with legal and insurance requirements.
- ▶ To react to an emergency situation.

Information may also be summarized and used for planning and reporting purposes. We do not rent, sell, or trade our mailing lists and other personal data.

Giving and Withdrawing Consent

You may choose to withdraw your consent at any time by contacting the Praxis office and identifying which personal information you no longer wish to be collected, subject to any legal or contractual restrictions. Withdrawal of your consent may restrict or discontinue our relationship.

Accessing and Changing Your Personal Information

At any time you may request to verify your personal information with Praxis by contacting our office. At the time of the request, you will be asked for identity verification prior to discussion and change of personal information.

Questions

If you have questions or concerns please e-mail the Privacy Officer at **praxis@praxismh.ca** or write to:

Praxis
Attn: Privacy Officer
200 – 7th Street S.W.
Medicine Hat, AB T1A 4K1

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