



Privacy Policy

Introduction

The Edmonton and Area Land Trust (EALT) is committed to protecting individual privacy. We take every step to ensure that any and all personal information in our possession is fully protected and strictly confidential. We ensure that the collection, use, and disclosure of personal information respects the wishes of the individual.

Privacy Practices

EALT does not rent, sell, trade or share any personal information in its possession with any other organization or individual. EALT will not use or disclose personal information for any reasons other than those stated when it was collected, unless with consent from the person. EALT may use personal information to deliver notice of volunteer opportunities, fundraising needs, special events, or other services. EALT may also use information to provide updates on protected areas in the possession of EALT.

Protection

EALT aims to maintain appropriate safeguards for protecting personal information. The purpose of these safeguards is to prevent unauthorized access to information that could result in copying, use, disclosure, loss or modification. Particular means of protection are put in place to prevent this from occurring.

Personal information is stored electronically and in hard copy files. Electronic information stored in computers is password protected. Hard copy files are stored in filing cabinets and kept locked. Only authorized EALT staff are able to access secure personal information.

Employee Information

Privacy legislation defines “personal employee information” as personal information about an individual who is an employee or a prospective employee, that is reasonably required by an organization for the purposes of establishing, managing or terminating an employment relationship or a volunteer work relationship between the organization and the individual. Employee includes volunteers, or employees who work for EALT.

EALT withhold the right to disclose personal employee information without consent when it is reasonable for the purpose of administering the employment relationship. However, EALT will

not disclose personal employee information to any other third party unless we provide employees with notification. Employee information is safeguarded to prevent unauthorized access, use and disclosure.

Resumes of applicant are kept on file for at least 12 months in paper or electronic format. Resumes are not disclosed outside of EALT, they are kept on file strictly for future purposes and opportunities with EALT. When no longer required, information is destroyed in a safe manner or turned over to the individual, unless consent is given to do otherwise.

For any questions about EALT Privacy Statement, please contact:

The EALT Executive Director

(780) 483-7578

9910-103 Street

Edmonton, AB T5K 2V7

info@ealt.ca



Privacy Statement

I, _____, hereby agree that any personal, financial or other information which may be considered confidential, with respect to any individual, corporation, agency or other body, that I acquire as a result of my employment/volunteer work with The Edmonton & Area Land Trust, will be kept confidential by me, and will not be divulged to any person or agency without prior authorization.

Signature

Date