

# *Friends Of The Cranbrook Public Library*



## **Privacy Policy Friends of the Cranbrook Public Library**

Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.

We will collect and use of personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.

We will only retain personal information as long as necessary for the fulfillment of those purposes and the law requires with regards to record keeping.

We will collect personal information only from the information given by you and having consented too on your membership form.

We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.

We will make readily available to members information about our policies and practices relating to the management of personal information.

We are committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained, and in accordance with the privacy laws of British Columbia, Canada.

Dated: January 2019, Cranbrook, B.C.