

Western Retail Lumber Association, Inc. (WRLA) Privacy Statement and Policy

Privacy Statement

The WRLA is staffed by professionals who strive to serve the members of our association. The WRLA is committed to protecting the privacy and safeguarding the personal information of its members and service providers. All personal information collected by the WRLA is done so in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA)

Privacy Policy

The WRLA is committed to maintaining the accuracy, confidentiality, and security of your personal information. All personal information collected by the WRLA is done so in accordance with the following policy.

1. Accountability

The WRLA is responsible for maintaining and protecting the personal information under its control. The Executive Director, WRLA is the Privacy Officer and is accountable for compliance with these principles.

2. Identifying Purpose

The purpose for which personal information is collected shall be identified before or at the time the personal information is collected.

3. Consent

Individual's consent will be obtained for the collection, use or disclosure of personal information, except where the law provides an exception. The method of obtaining consent is appropriate to the type of personal information collected, used, or disclosed.

- Express consent could be in writing (for example in a signed consent, verbal, e-mail or application form)
- Implied consent is when we receive personal information from you that enables us to provide you with a requested program or service. Your consent allows us to deal with that personal information in a reasonable manner
- If you need to provide personal information about other individuals, you must obtain their consent for these purposes prior to your disclosure to us.

4. Limited collection

The WRLA collects only the information required to provide products and services to you. Examples of why we collect personal information include:

- Communicating with you
- Processing your applications
- Providing services and benefits requested by you
- Recommending products, programs, services and benefits that the WRLA believes will be of interest and provide value to you
- For billing and accounting purposes
- To comply with legal and governmental requirements

5. Limiting use, disclosure, and retention

Personal information shall only be used or disclosed for the purpose for which it was collected. We do not share your personal information with third parties except to offer you a product, program, or service. If your personal information is shared with a third party, the third party is bound by appropriate agreements with the WRLA to secure and protect the confidentiality of your personal information. The WRLA retains your personal information only as long as necessary for the fulfillment of those purposes or as required by provincial and federal law.

6. Accuracy

We shall keep personal information up to date, accurate, and complete as may be necessary to fulfill its intended use.

7. Safeguards

We shall protect personal information using technical, administrative, and physical safeguards that are appropriate to the sensitivity level of the personal information received.

8. Openness

We will provide information to individuals about our policies and procedures relating to the management of personal information that is under our control. This policy and any related information are available at all times on our website, www.wrla.org under Privacy and Security.

How to contact us

- By email to wrla@wrla.org
- By phone to the Privacy Officer at 1-800-661-0253 ext. 1.
- By mail to WRLA, 213 Notre Dame Avenue, Suite 1004, Winnipeg, MB R3B 1N3 Attention: Privacy Officer
- By fax: 204-947-5195

9. Individual's Access

On written request to our Privacy Officer, an individual will be informed of the existence, use and disclosure of their personal information that is under our control, and may be given access to that personal information as required and permitted by law. Individuals are entitled to challenge the accuracy and completeness of that personal information and request that it be amended, if appropriate.

10. Handling Enquiries or Complaints

The WRLA responds in a timely manner to your questions and enquiries about the privacy of your personal information and our privacy policies and procedures.