



The Canadian Alarm and Security Association (CANASA) Privacy Policy

CANASA strives to protect your privacy and ensure that only information that is relevant to CANASA's ability to provide proper service to Members and Non-Members will be collected. While we will ensure that only certain information is available publicly, we will not prevent or hinder members from gaining new business.

Organizations covered by the Act must obtain an individual's consent when they collect, use or disclose the individual's personal information. The individual has a right to access personal information held by an organization and to challenge its accuracy, if need be. Personal information can only be used for the purposes for which it was collected. If an organization is going to use it for another purpose, consent must be obtained again. Individuals should also be assured that specific safeguards are in place to protect their information.

Information that is collected by CANASA is primarily business information and is NOT considered personal information. The Personal Information Protection and Electronic Documents Act (PIPEDA) applies specifically to personal information.

Personal information

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as:

- age, name, ID numbers, income, ethnic origin, or blood type
- opinions, evaluations, comments, social status, or disciplinary actions
- employee files, credit records, loan records, medical records, existence of a dispute between a consumer and a merchant, intentions (for example, to acquire goods or services, or change jobs)

Personal information does not include the name, title, business address or telephone number of an employee of an organization. It does not apply to information about corporations.

1. What information do we collect from our Members and what do we use this information for?

The majority of information that we collect relates to business address, title, telephone and fax number and e-mail address. The information that you provide to CANASA allows us to inform you about Security Canada Tradeshows and Conferences, CANASA events, activities, services and professional development courses. We also notify you, in our monthly newsletters, of industry issues and events or special offers that may be of interest to you. By becoming a member or by requesting information or registering for events or courses offered by CANASA, you are giving CANASA permission to contact you by way of the information you provide. This information is published in our membership directory and on our website. The information published here is business information as indicated on the membership application form that each member completes.

Our Membership Advantage Program (MAP) partners are provided access to our members' information. A privacy protection clause is included in contracts to guarantee that the third party provides the same level of protection as CANASA and treats your information with respect. Under no circumstances can they release any information to another party.

We also note in our database if an individual has served as a Committee or Board Member. This helps us to keep track of who has served on any of the CANASA Chapter and National Boards and during which time period. We also keep track of education marks, financial history, membership history and any CANASA event that Members have attended.

Financial information such as credit card information and banking information is collected when applying for or renewing membership. Credit card information may also be collected when registering for golf tournaments, members' meetings, professional development courses, or when registering as an attendee or as an exhibitor, for any Security Canada Tradeshow. This financial information is securely kept in a database that is separate from the main database. Only a few authorized CANASA personnel have access to this personal information. All paper transactions are kept for seven years as per the accounting law that requires an organization to keep detailed records for this length of time. This information is stored securely in a locked environment and shredded after the seven-year period has expired.

2. What information do we collect from Non-Members? What do we use this information for?

The majority of information that we collect relates to business address, title, telephone and fax number and e-mail address. We use this information to invite people to attend or exhibit at Security Canada Tradeshows and Conferences.

Financial information such as credit card information and banking information may be collected when registering for golf tournaments, professional development courses, or when registering as an attendee or as an exhibitor, for any Security Canada Tradeshow. This financial information is securely kept in a database that is separate from the main database that only a few authorized CANASA personnel have access to. All paper transactions are kept for seven years as per the accounting law that requires an organization to keep detailed records for this length of time. This information is stored securely in a locked environment and shredded after the seven-year period has expired.

3. How do we gather information:

For Members?

From the initial membership application.

For Non-Members?

Through registration for Security Canada Tradeshows and Conferences and other databases that we have acquired over the years.

4. Why do we collect information:

For Members?

To keep you informed of current industry news and events. To invite you to attend or exhibit at a Security Canada Tradeshow. To inform you of CANASA events, such as golf tournaments, member meetings, membership renewal information, Annual General Meeting, elections and any new service that CANASA may offer to its members.

For Non-Members?

To inform of Security Canada Tradeshows and Conferences and to promote membership in CANASA.

5. How do we disclose information?

For Members?

We provide member information (business information only) on disk to other members at their request. Member information is also placed in the annual membership directory and on the website. Full contact information is placed in the Member's Only section of the website and only company name, telephone number and website link (if available) is placed in the public area of the website. If exhibiting in any Security Canada Show, the exhibiting company information may also be displayed in Security Canada Show Guides.

Member information is sent in electronic format to a third party mailing house to undertake large CANASA mailings. These files remain the sole property of CANASA. The mailing house acknowledges the importance of maintaining the security and confidentiality of these files and takes reasonable and appropriate steps to prevent the unauthorized transfer, disclosure, or use of the files by any person or entity other than CANASA. The exception being Canada Post and/or the United States Postal Service as the final party for mail delivery. All files are used only for the purpose for which it was supplied. Upon completion or termination of the job, the mailing house immediately eliminates all information from its House Files. CANASA's software and hardware support company also has access to member files; however information is never collected, stored nor used by this support staff.

For Non-Members?

Information may be sent, in electronic format, to a third party mailing house to undertake large CANASA mailings. These files remain the sole property of CANASA. The mailing house acknowledges the importance of maintaining the security and confidentiality of these files and takes reasonable and appropriate steps to prevent the unauthorized transfer, disclosure, or use of the files by any person or entity other than CANASA. The exception being Canada Post and/or the United States Postal Service as the final party for mail delivery. All files are used only for the purpose for which it was supplied. Upon completion or termination of the job, the mailing house immediately eliminates all information from its House Files. CANASA's software and hardware support company also has access to member files; however information is never collected, stored nor used by this support staff.

If exhibiting in any Security Canada Show, the exhibiting company information may also be displayed in Security Canada Show Guides.

You may request removal from receiving information from CANASA or its Membership Advantage Program partners. Simply call or e-mail (staff@canasa.org). Should you have any concerns or questions regarding CANASA's Privacy Policy, please contact CANASA's Privacy Officer at 905-513-0622 or (toll free in Canada) 1-800-538-9919.

CANASA Website (www.canasa.org and www.securitycanadaexpo.org)

CANASA collects no personal information about you unless you choose to provide that information to us (through on-line registration). We cannot personally identify data about customers or website visitors. We can only collect data in the form of figures as to the number of requested pages for our website and the web pages that you visit on our site. CANASA uses this information for statistical analysis, to help us to make our site more useful to visitors.

Information collected through online registration to Security Canada Shows is for the sole purpose of registering attendees for these shows. The information provided through completing the online registration form for all regional shows is linked directly to the e-mail address for the CANASA representative who is responsible for registering attendees for the regional shows.

The information provided through completing the online registration form for Security Canada International Security Conference and Exposition (Security Canada Central) links directly to a third party registration company. All data is stored on the registration company's secure server. The data is, and remains the property of, CANASA. The registration company only stores Security Canada attendee and exhibitor registration information for backup purposes. The registration company can return all data at our request but, in the event of any loss of registration information, they like to keep a backup on file. The registration company does not sell, use or distribute this data for any purpose without the written consent and approval of CANASA. All information is kept confidential including statistics, reports and recorded data. Data that is stored is downloaded following the event and stored on the registration company's in-house backup servers and is not accessible online or to any other party.

The CANASA website contains links to other sites. Once you link to another site, you are subject to the privacy and security policy of the new site. CANASA encourages you to read the privacy policies of all websites you visit, especially if you share any personal information. The linked sites are not under the control of CANASA and CANASA assumes no responsibility for how personal information is gathered through any linked site or any links contained in a linked site.