



## Salt Spring Island Amateur Radio Society (SSIARS) 2022 Membership Application Form

NAME	
ADDRESS	
CITY	
PROVINCE	
POSTAL CODE	
EMAIL	
HOME PHONE	
MOBILE PHONE	

Amateur Qualification: (Select all that apply)

<input type="checkbox"/> NONE	<input type="checkbox"/> BASIC	<input type="checkbox"/> BASIC >80%	<input type="checkbox"/> MORSE	<input type="checkbox"/> ADVANCED
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# Salt Spring Island Amateur Radio Society (SSIARS)

## Personal Information Protection Policy

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### Definitions:

**Personal Information** – means information about an identifiable individual (including name, home address and phone number). Personal information does not include Business information.

**Business Information** – means information that would enable an individual to be contacted at a place of business. The use of Business information is not covered by, or restricted by, this policy or the Personal Information Protection Act.

### 1 – Collecting Personal Information

1.1 Unless the purposes of collecting personal information are obvious and a member voluntarily provides personal information for those purposes, SSIARS will communicate the purposes for which personal information is collected, orally or in writing, at the time of collection.

1.2 SSIARS will only collect member information that is necessary to fulfil the following purposes:

- to verify identity for the Membership Registry (Name, Mailing Address, Call Sign, Telephone numbers, Licence Qualification);
- to send out Society notices, announcements, reports, articles and newsletters (Name, Email address);
- to contact members for Society activities or Emergency Communications (Email address, Telephone numbers);
- to identify member locations on a map for emergency purposes (Name, Call Sign)
- to apply for Society insurance policies;
- to meet provisions of the Society Act and other regulatory or legal requirements.

### 2 – Consent

2.1 SSIARS will obtain member consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).

2.2 Consent can be provided orally, in writing, or electronically or it can be implied where the purpose for collecting, using or disclosing the personal information would be considered obvious and the member voluntarily provides personal information for that purpose.

2.3 Consent may also be implied where a member is given notice and a reasonable opportunity to opt-out of their personal information being used for a particular purpose and the member does not opt-out.

2.4 Subject to certain exceptions (e.g. withdrawal of consent would frustrate performance of a legal obligation), members can withhold or withdraw consent to use their personal information in certain ways. Such a decision may affect operation of the Society. If so, SSIARS will explain the situation to assist the member in making the decision.

2.5 SSIARS may collect, use or disclose personal information without the member's knowledge or consent in the following limited cases:

- a) when the collection, use or disclosure of personal information is permitted or required by law;
- b) in an emergency that threatens an individual's life, health, or personal security;
- c) when the personal information is available from a public source (e.g. telephone directory, government call sign database).



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#### **3 – Using and Disclosing Personal Information**

3.1 SSIARS will only use or disclose personal information to fulfil the purposes identified at the time of collection.

3.2 SSIARS will not use or disclose member personal information for any additional purpose unless we obtain consent to do so.

3.3 SSIARS will not sell member lists or personal information to other parties.

#### **4 – Retaining Personal Information**

4.1 SSIARS will retain personal information only as necessary to fulfil the identified purposes or a legal purpose.

#### **5 – Providing Member Access to Personal Information**

5.1 Members have a right to access their personal information. A list of members is available for viewing and we make this available through our website with password protected access limited to members.

#### **6 – Ensuring Accuracy of Personal Information**

6.1 Members may request correction to their personal information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing to the Society Secretary.

6.2 If the personal information is demonstrated to be inaccurate or incomplete, SSIARS will correct the information and send the corrected information to any organization to which SSIARS disclosed the personal information in the previous year.

#### **7 – Securing Personal Information**

7.1 SSIARS will make reasonable efforts to secure Personal Information. SSIARS stores Personal Information behind a password protected website available only to members.

#### **8. Media**

8.1 Members and non-members attending SSIARS events may have their photographs taken or video recorded as a historical record and for educational or promotional purposes. The media may be published on our website or in other publications. Anyone may make a request to the Webmaster to have their image removed.

#### **9 – Questions and Complaints:**

The Role of the Privacy Officer or designated individual

9.1 The President and Secretary are responsible for ensuring SSIARS's compliance with this policy and the Personal Information Protection Act.

9.2 Members should direct any complaints, concerns or questions regarding SSIARS's compliance in writing to the Society Secretary and President. If the Society Secretary or President is unable to resolve the concern, the Member may also write to the Information and Privacy Commissioner of British Columbia.