

Emergency Business Contact Database Privacy Policy

The Calgary Chamber of Commerce (“We”, “Us”, “Chamber”) is committed to preserving the privacy of the data in the Emergency Business Contact Database (“EBCD”). Please read the following privacy policy to understand how we use and protect the information that you provide to us in the EBCD.

By adding your information to the Emergency Business Contact Database, you consent to the collection, use and transfer of your information under the terms of this policy.

Protecting the personal, private and confidential information of Chamber members and visitors, whether obtained electronically, over the telephone or through our offices, is a fundamental principle, and integral to the way we do business.

Privacy Officer

Any concerns over the privacy or accuracy of your data in the EBCD should be referred to the Chamber’s privacy officer, who is currently:

Michael Andriescu

Director of Finance and Administration

T 403 750 0418

F 403 266 3413

Calgary Chamber

600, 237 8th Avenue SE

Calgary, Alberta T2G 5C3

info@calgarychamber.com

Purpose of EBCD information

The purpose for which the Chamber collects business contact details is to communicate important business-related messages (often from trusted government partners) from time-to-time during crisis situations.

We may also use your information to generate anonymous statistical reports. These are essential to give us an overview of how our site is being used and enables us to improve our service.

Consent

By providing EBCD information, you have consented to the use and/or limited disclosure of that information as described in this privacy policy and in conjunction with website’s (CalgaryChamber.com) Terms of Use. As required by law, we will not use your EBCD information for any purpose other than that for which you have



consented. Should we require information for a new purpose, we will contact you to seek consent for that new use.

Limits for collecting, using, disclosing and keeping personal information

We will not sell EBCD information to any third party. Under extreme circumstances, when the Calgary Chamber is unable to distribute business-related emergency information, we may disclose EBCD information to trusted government partners, such as the Calgary Emergency Management Agency, so they may relay similar information.

We retain EBCD information as long as is necessary to provide you with important business-related emergency information. As the window for providing this information is indefinite, your data will be kept indefinitely unless you request it be removed by contacting our Privacy Officer.

Disclosure of your information

Third parties outside of Canada may be used to website host, process information, fulfil and deliver orders and provide support services on our behalf. We will only use providers that follow all reasonable safeguards to protect your information. We may also pass aggregate information on the usage of our site to third parties but this will not include information that can be used to identify you.

Accessing and updating

We do not routinely update EBCD information, should you want to update your information or have yourself removed from the EBCD, please contact our Privacy Officer.

In your email or letter, please specify the following information: your name, complete contact information, business or organizational affiliation, and the nature of your request, including whether you wish to edit or simply view the information, or inquire as to its use and/or disclosure. We will reply to your request within 3 business days after receipt of the request, or if we are not able to respond within this time period, we will send you a notice of extension. If we are not able to disclose all the personal information we hold on you, we will give you a reason for our inability to do so.

Questions

Any questions or comments you may have about our handling of personal information should be directed to our Privacy Officer.

Changes to our Privacy Policy

Any changes to our privacy policy in the future will be posted to the site and, where appropriate, through email notification.



