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Victoria, B.C., Canada

Privacy Policy

As required under the *Personal Information and Privacy Act* (PIPA), the JBNA Board has developed this Privacy Policy, after reviewing Office of the Information and Privacy Commissioner guidelines and the *BC Societies Act*.

The JBNA's mission is to provide a forum for public review of development proposals (City zoning), to provide a forum for discussion of community environmental, housing, and park issues, and to actively represent James Bay at all levels of government with respect to issues affecting James Bay.

The JBNA, through its activities, and its obligations under the *BC Societies Act*, gathers some individual personal information.

This JBNA policy describes the type of personal information gathered by the organization and the safeguards taken to ensure that privacy obligations under PIPA are respected.

Our members' understanding is that the personal information gathered has been to satisfy membership and *BC Societies Act* requirements, and to distribute information about JBNA activities and local matters.

Personal Information Gathered

The personal information gathered generally includes:

1. ***Members' names, contact information (e-mail and address) dates of attendance as recorded on sign-in sheets.*** These records are maintained by the Board to determine voting membership eligibility.
2. ***Voting member names are entered into a Voting Member Registry.*** This registry contains the names of residents who have satisfied the Voting Member requirement. The Voting Member Registry list is the "Official" membership Registry.
3. ***Names and/or e-mail addresses of interested residents and organizations who have asked, at various times, to be kept informed of JBNA activities.*** Names are added and removed from this listing upon request. This listing is maintained by the Board and used for e-mail announcements/bulletins communication purposes only.
4. ***Names and/or addresses are regularly recorded at monthly general meetings if a member or visitor speaks on any issue.*** This information is sometimes identified in the minutes by a resident's name and/or street address for CALUC discussions.
5. ***From time to time, neighbourhood residents, both members and non-members will write letters or e-mails to the JBNA.*** At the discretion of the Board or a Director of the Board, such correspondence letters and significant e-mails will be circulated to members at general meetings, usually with personal address information and e-addresses redacted.

Protection of Personal Information

As volunteers, the JBNA Board is limited in the safeguards at its disposal. The JBNA Board will attempt to adhere to the care and protection of the personal information gathered as follows:

The Board

- 1) will not purposely release member or interested party listings which identify addresses and other contact information.
- 2) will exercise discretion in the inclusion of member or resident letters and e-mails in correspondence-circulation files to ensure that personal information and personal circumstances are protected.
- 3) will exercise discretion as to the recording of personal information that is recorded in general or AGM minutes.

Other

At the first Board meeting following the AGM the JBNA Board will appoint a Director to fulfil any JBNA Privacy Officer responsibilities.

Policy ratified:

JBNA Board (at meeting of the Board, February 25th, 2019)

Policy Reviewed at JBNA general Meeting of March 13th, 2019

Policy to be presented to Membership at the March 13th, 2019 general meeting