

Privacy Policy for Nanaimo Amateur Radio Association (VE7NA)

Effective Date: April 7, 2025



The Nanaimo Amateur Radio Association (VE7NA) is committed to protecting the privacy of its members and ensuring the confidentiality of personal information. NARA is required under BC's Personal Information Privacy Act (PIPA) to describe how this Not-for-Profit organization collects, uses and discloses personal information.

To be a member of NARA does require that it collects, stores, and discloses personal information, primarily to maintain contact with its members. NARA is committed to being accountable for how it handles personal information as well as how it follows the rules and procedures outlined in this policy statement.

In association with this Privacy Policy please note the footnotes at the end of this document.

1. Information We Collect

As a member of the Nanaimo Amateur Radio Association, we collect the following types of information when you join the Association and take part in its activities (for example, NARA keeps attendance records for meetings). NARA keeps information because it is a reasonable requirement in order to establish and maintain contact with its members. NARA is required to take all reasonable efforts to ensure that your information is accurate and complete. You may request in writing a copy of the NARA membership records based on the information you provided, and which are held electronically. You may be required to properly identify yourself for such requests following which you may request that any errors or omissions be corrected.

Personal Information summary

- Name (first given and surname)
- Amateur Radio call sign(s)
- Type of Amateur Radio accreditation held
- Address
- Phone (Home)
- Phone (Cell)
- Phone (Work)
- Email address
- Membership status (including amounts and dates of payments)
- Information related to your participation, normally on paper, which relates to club events, meetings, and operations for the purposes of emails, minutes, newsletters, attendance records, etc.

2. Storage and Security of Your Information

We store your personal information electronically in two primary locations:



Google Cloud: Some of our documents, including membership records and administrative data, are stored on Google's Cloud. While we make every effort to protect your information, please be aware that the data may not be entirely stored within Canada, as Google's cloud infrastructure may store data in various global data centers. We take steps to ensure that Google Cloud complies with applicable privacy and security standards.

Club Station Hard Drive: We also maintain a local copy of certain documents, including membership records (Register of Members), event records, and administrative files, on a secure hard drive located at our club station.

Club documents: These are paper based records including, meeting minutes, emails, newsletter, surveys and attendance records.

For electronic records NARA uses common and accepted industry-standard security measures, including passwords, encryption, firewalls, and other secure access protocols, to safeguard your personal information both in the cloud and for local storage. Official paper records are typically retained only by NARA Executive members, typically the Secretary and Treasurer.

3. Data Retention

We retain your personal information electronically only for as long as necessary to fulfill the purposes outlined in this Privacy Policy or as required by law (see Footnote 3). Once your membership is no longer active or your information is no longer needed for membership or operational purposes, we will securely retain your data for historical or compliance reasons unless you request its deletion. Once your personal information is deleted NARA will no longer be able to contact you or provide any information or services to you.

4. How We Use Your Information

We use the personal information we collect, as appropriate, for the following purposes:

- To maintain membership records.
- To manage and communicate with club members regarding club activities and events.
- To record attendance at meetings, events and for use in Association newsletters/Emails
- To comply with regulatory requirements, including licensing and reporting obligations as required by PIPA.
- To improve our services and activities within the club.

5. Sharing Your Information

NARA will not sell or share your personal information with third parties, except in the following circumstances:

With Your Consent: We may share your information with your explicit consent for specific purposes, such as collaborating with other organizations or events.

Legal Compliance: We may disclose your information when required by law, such as in response to a subpoena or other legal process.



6. Your Rights and Choices

In summary, as a member of the Nanaimo Amateur Radio Association, you have the following rights:

Access: You can request access to your personal information held by the club.

Correction: You can request corrections to any inaccurate or incomplete personal information.

Deletion: You may request that your personal information be deleted, subject to any legal obligations we may have to retain certain data.

To exercise these rights, please contact NARA at info@ve7na.ca.

7. Commitment to Privacy

We take the privacy and security of your personal information seriously. While we use cloud-based services such as Google Cloud, we make every effort to ensure your data is stored securely and confidentially. However, as some data may be stored outside of Canada, we encourage you to be aware of this when using cloud-based services.

8. Changes to This Privacy Policy

The Nanaimo Amateur Radio Association reserves the right to update or change this Privacy Policy at any time through regular reviews. Any changes will be posted on our website and communicated to members through our email membership list.

For questions or concerns about this Privacy Policy, please contact us at:

Email: info@ve7na.ca

Address: 6314 McGirr Road, Nanaimo, BC, V9V 1B7.

Footnotes:

- 1) NARA takes pictures (and sometimes videos) at its events. If you partake in these events, photographs taken may be used on NARA's website or in the NARA Newsletter. If you do not wish to have pictures of yourself published, please advise the NARA Secretary (secretary@ve7na.ca) and the Newsletter group (news@ve7na.ca).
- 2) When you become a member of NARA your information is entered into NARA's Register of Members. As a part of the BC Societies Act, NARA does require at least one method of making contact with you. NARA prefers that you provide a contact email address for notices and details of NARA events, etc. It is not necessary that you provide a postal address or telephone contact information, however these are helpful and can be provided if you wish.
- 3) The law refers to the laws of the Province of British Columbia and the laws of Canada as applicable.

By becoming a member of the Nanaimo Amateur Radio Association, you acknowledge, agree and consent to the terms outlined in this Privacy Policy. We appreciate your trust in us and are dedicated to safeguarding your personal information.