



Southern Alberta Chapter of the Project Management Institute Privacy Policy 2010

This document constitutes the Privacy Policy of the Project Management Institute Southern Alberta Chapter; hereafter referred to as the Chapter. It describes the collection, management and use of Personal Information by the Chapter. The Project Management Institute, hereafter referred to as PMI and with which the Chapter is affiliated, has additional policies and guidelines which also govern the Chapter's activities in whole or in part depending on local legislation and regulations. This document does not apply to PMI or any of its components or chapters other than the Project Management Institute Southern Alberta Chapter.

The Chapter respects the privacy of individuals in all aspects of its operations. Personal Information shall only be collected and used by the Chapter in accordance with this Privacy Policy. The Chapter is committed to meeting or exceeding the privacy standards being established by federal and provincial regulators and will comply with the provincial Personal Information Protection Act (PIPA) and with the federal Personal Information Protection and Electronic Documents (PIPED) Act to the extent that they are applicable.

The Chapter has always been, and will continue to be, committed to maintaining the accuracy, confidentiality, and security of Personal Information. As part of this commitment, we have established Privacy Principles to govern the Chapter's actions as they relate to the use of member and non-member information. You are invited to review these principles, which have been built upon the values set by the Canadian Standards Association's Model Code for the Protection of Personal Information, PIPA (Alberta) and PIPEDA (Canada).

Collection of your Personal Information

Southern Alberta Chapter of the Project Management Institute collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. The Southern Alberta Chapter of the Project Management Institute also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favourites.

There is also information about your computer hardware and software that is automatically collected by the Southern Alberta Chapter of the Project Management Institute. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by Southern Alberta Chapter of the Project Management Institute for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Southern Alberta Chapter of the Project Management Institute Web site.

The Southern Alberta Chapter of the Project Management Institute encourages you to review the



privacy statements of Web sites you choose to link to from Southern Alberta Chapter of the Project Management Institute so that you can understand how those Web sites collect, use and share your information. The Southern Alberta Chapter of the Project Management Institute is not responsible for the privacy statements or other content on Web sites outside of the Southern Alberta Chapter of the Project Management Institute and Southern Alberta Chapter of the Project Management Institute family of Web sites.

Use of your Personal Information

Southern Alberta Chapter of the Project Management Institute collects and uses your personal information to operate the Southern Alberta Chapter of the Project Management Institute Web site and deliver the services you have requested. Southern Alberta Chapter of the Project Management Institute also uses your personally identifiable information to inform you of other products or services available from Southern Alberta Chapter of the Project Management Institute and its affiliates. The Southern Alberta Chapter of the Project Management Institute may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

Southern Alberta Chapter of the Project Management Institute does not sell, rent or lease its customer lists to third parties. Southern Alberta Chapter of the Project Management Institute may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, Southern Alberta Chapter of the Project Management Institute may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Southern Alberta Chapter of the Project Management Institute, and they are required to maintain the confidentiality of your information.

Southern Alberta Chapter of the Project Management Institute does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

The Southern Alberta Chapter of the Project Management Institute Web sites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Southern Alberta Chapter of the Project Management Institute or the site; (b) protect and defend the rights or property of Southern Alberta Chapter of the Project Management Institute; and, (c) act under exigent circumstances to protect the personal safety of users of Southern Alberta Chapter of the Project Management Institute, or the public.



Use of Cookies

The Southern Alberta Chapter of the Project Management Institute Web site use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize Southern Alberta Chapter of the Project Management Institute pages, or register with Southern Alberta Chapter of the Project Management Institute site or services, a cookie helps the Southern Alberta Chapter of the Project Management Institute to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same Southern Alberta Chapter of the Project Management Institute Web site, the information you previously provided can be retrieved, so you can easily use the Southern Alberta Chapter of the Project Management Institute features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Southern Alberta Chapter of the Project Management Institute services or Web sites you visit.

Security of your Personal Information

The Southern Alberta Chapter of the Project Management Institute secures your personal information from unauthorized access, use or disclosure. The Southern Alberta Chapter of the Project Management Institute secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Changes to this Statement

Southern Alberta Chapter of the Project Management Institute will occasionally update this Statement of Privacy to reflect company and customer feedback. The Southern Alberta Chapter of the Project Management Institute encourages you to periodically review this Statement to be informed of how the Southern Alberta Chapter of the Project Management Institute is protecting your information.



Contact Information

The Southern Alberta Chapter of the Project Management Institute welcomes your comments regarding this Statement of Privacy. If you believe that Southern Alberta Chapter of the Project Management Institute has not adhered to this Statement, please contact the Southern Alberta Chapter of the Project Management Institute at communications@pmisac.com. We will use commercially reasonable efforts to promptly determine and remedy the problem.