

IDIBC Privacy Policy

June 2008

IDIBC is committed to protecting the privacy and confidentiality of the personal and business information of its members in accordance with applicable federal and provincial legislation and by-laws governing IDIBC.

Application documents become part of the member's permanent file. Information pertaining to education and work experience provided on application forms to IDIBC will be for internal use only and will be kept in a secure location.

Member's names, email address and work contact information only will be included in the Member Directory provided to our sponsors. IDIBC may provide information to other organizations, with or without consideration, for the purposes of member benefit programs, affinity programs and for industry-related purposes. IDIBC reserves the right to use the company information for publication in a print and/or online directory of members.

IDIBC reserves the right to collect and retain the information provided on file for the duration of membership in IDIBC and thereafter as is reasonably required by IDIBC. IDIBC may use the information in order to communicate with members on an ongoing basis.

IDIBC reserves the right to post the **names only** of Professional members in good standing on the publicly accessible section of the website: www.idibc.org.

It is the member's responsibility to update changes to contact information in two locations:

- 1) to the administrator of IDIBC either by email or phone and;
- 2) on the website. To update information on the website access the members only section – enter your log in which is typically your first and last name (with no space between and all lower case). (Password is idibc0 unless the member has changed it.). If you are not able to enter contact the IDIBC office for assistance.

Members have the right to review submitted documents from their file if a written request is submitted.

If you **do not consent** to the distribution of any part or all of your company contact information, please contact the IDIBC in writing to indicate your wishes.

If you have questions regarding this information contact the IDIBC Privacy Officer, Joanne Pocock by email at joanne@reddesign.ca or fax 604 421-5211.