RCMP VETERANS' ASSOCIATION

PRIVACY CODE AND POLICY

August 2026

For the Protection of Personal Information

It is the policy of the Royal Canadian Mounted Police Veterans' Association (RCMPVA) to respect and safeguard the privacy of our members. While the RCMPVA does not engage in activities of a commercial character, we are committed to protecting the privacy and confidentiality of personal information in a manner consistent with the following principles:

1. **Accountability** — The Association is responsible for personal information under its control and designates a Director or Directors as Privacy Compliance Officers, accountable for compliance with these principles.
2. **Identifying Purposes** — The purposes for which personal information is collected are identified at or before the time it is collected.
3. **Consent** — The knowledge and consent of the member are required for the collection, use, or disclosure of personal information, except where inappropriate.
4. **Limiting Collection** — Collection is limited to what is necessary for the identified purposes, and gathered by fair and lawful means.
5. **Limiting Use, Disclosure, and Retention** — Information is not used or disclosed for purposes other than those it was collected for, except with consent or as required by law, and is retained only as long as necessary.
6. **Accuracy** — Personal information is kept as accurate, complete, and up-to-date as necessary.
7. **Safeguards** — Information is protected by security safeguards appropriate to its sensitivity.
8. **Openness** — The Association makes information about its privacy policies and practices readily available to members.
9. **Individual Access** — Members may request to know what information is held about them, and may challenge its accuracy or request corrections.
10. **Challenging Compliance** — Members may raise concerns about compliance with these principles to the Privacy Compliance Officer.

These principles apply to the Association as an organization, and to every member — past, present, or prospective — with respect to the personal information of other members.

Policy for the Collection, Use, and Disclosure of Personal Information

1. The RCMPVA Privacy Code
The Association adheres to the principles set out above. All members and volunteers must sign an acknowledgment that they will comply with the Code. Other persons, associations, or organizations acting for or on behalf of the RCMPVA are also required to comply, and are given restricted access to personal information solely to perform services for the Association.

2. Policy Statement
The Association is committed to protecting the privacy of all members in a manner that meets or exceeds federal and provincial privacy laws. This applies to the Association as an organization and to each individual member — past, present, or prospective — with respect to the personal information of other members. Only information necessary to process membership, collect dues, enforce bylaws, and provide services is collected.

3. Privacy Compliance Officer
The Association has appointed the Chief Administration Officer (CAO) as the Privacy Compliance Officer, whose name is made available to members. Responsibilities include:

- Establishing and updating information protection policies
- Ensuring policies are implemented by other associations or third parties with whom information is exchanged
- Establishing criteria for the classification of information
- Evaluating the accessibility of sensitive information and taking corrective action where necessary
- Providing education to members on the importance of information protection
- Attempting to resolve member privacy complaints to the member's satisfaction

4. Collection, Use, and Disclosure of Personal Information
No personal information is collected from a member without first obtaining consent to its collection, use, and dissemination. Expressed consent (oral or written) is always obtained, except where consent may reasonably be implied — for non-sensitive information the individual would expect to be disclosed in that fashion. Once collected, information is used and disclosed only for the purposes originally disclosed to the individual. Application forms include clauses by which members authorize the collection, use, and disclosure of their personal information.

5. Disclosure for New Purposes
Any new use of personal information beyond original consent requires the member's express consent. Requests for information from law enforcement, lawyers, private investigators, other agents, or court-issued subpoenas are referred to the Board of Directors.

6. Protecting Information
Information is protected in a manner appropriate to its sensitivity, value, and criticality — regardless of the media it's stored on, where it's stored, or how it's processed. Specifically:

- Mail, email, and faxes are routed directly to the intended recipient
- Information is available to others within the Association only on a need-to-know basis

- Filing cabinets containing personal or sensitive information are kept secured at all times
- All Board Directors, volunteers, and members are responsible for keeping Association files secure

7. Accuracy of Information
Wherever possible, personal information is collected directly from the member. Disclaimers of accuracy accompany any disclosure of information and all Association data.

8. Access to Personal Information
Copies of the Privacy Code, this Policy, and related privacy information are always available to members. The Privacy Compliance Officer is responsible for responding to access requests, and all members will cooperate fully with such requests. On written request with appropriate identification, an individual will be advised of the personal information the Association holds about them. Where information cannot be disclosed (for example, if it references other individuals or is subject to solicitor-client privilege), the individual will be given reasons for non-disclosure, and may have alternative information appended to their record where appropriate.

9. Compliance
Failure to comply with this Policy constitutes a breach of the RCMPVA Privacy Code. Complaints concerning the collection, use, or disclosure of personal information, or an individual's ability to access their own information, should be directed to the Privacy Compliance Officer, who will attempt to resolve the complaint to the individual's satisfaction. If a complaint cannot be resolved internally, the individual will be advised of where to direct it further.

10. Contact
For further information, contact the Privacy Compliance Officer (Chief Administration Officer) at: association.chiefadministrationofficer@rcmpva.org.