

## Privacy Policy

The Privacy Officer is **Tom Alloway**. He can be reached directly by email: [tom\\_alloway@me.com](mailto:tom_alloway@me.com) or indirectly through the RALUT office at:

256 McCaul Street,  
Suite 412  
Toronto, ON M5T 1W5  
Telephone 416-978-7256  
e-mail [ral.ut@utoronto.ca](mailto:ral.ut@utoronto.ca).

## Policy on RALUT's Use and Protection of Personal Information

### I. PRINCIPLES AND DEFINITIONS

I.1. The Retired Academics and Librarians of the University of Toronto (RALUT) is committed to protecting personal information provided by members, and spousal/partner members

I.2. RALUT may collect personal information about the following categories of individuals (but not limited to them): Members of RALUT; Spousal/Partner Members; those contacting RALUT to request information or assistance, or to register for conferences or the like; and those who supply information or text for distribution by RALUT.

I.3. Personal information collected by RALUT, from the membership application form or, for example, volunteered by individual members in the course of seeking special assistance, is used for:

- a. administrative purposes, such as the collection of fees and statistical information;
- b. communication with individual members;
- c. assisting members who seek information from, or the good offices of, RALUT in matters such as pensions and benefits.

Member's names and street addresses are required by law to be registered in the RALUT Corporate Minute Book, which is accessible to RALUT members on request and such lawful authorities as may need to inspect it.

I.4. Personal information collected by RALUT will be used exclusively for RALUT purposes. RALUT does not sell, trade or exchange membership information.

I.5. If you provide confidential information to RALUT this information will be protected. Whether this information be in electronic or paper-based form, RALUT maintains strict security to safeguard it from unauthorized access, disclosure or misuse. When we no longer need your confidential information, it will be deleted from our records. Normally this information will be reviewed, and deleted (as above) within one year, as monitored by the RALUT Privacy Officer.

I.6. In the event that we provided limited access to your personal information to any third party for processing (for example, mail distribution), we require such party to protect our members' confidentiality in a manner consistent with our above policies, and as required by law.

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## **II. RALUT'S WEB SITE AND PRIVACY**

II.1. RALUT is committed to respecting the privacy of all visitors to our Web site. RALUT's policy is to collect no personal information about you when you visit our Web site unless you choose to provide that information to us.

II.2. If during your visit to RALUT's Web site you only browse through it, read pages, or download information, our site may automatically collect and store certain information about your visit. This information does not identify you personally, and it includes only: a) the Internet Protocol (IP) address from which you access RALUT's Web site; b) the date and time when you access our site; c) the Web pages you visit; d) the length of time of your visit; and e) the Web browser you are using. We may use this information for statistical analysis to help us make the RALUT Web site more useful to visitors.

II.3. You need not reveal personal information in order to visit our Web site. If you choose to provide us with information about yourself by means of an e-mail or any other Internet form of message in order to make a specific request, we will maintain this information while it is needed to respond to your question, or to fulfill the stated purpose of your communication. When no longer needed, this information will be deleted, as in **I.6** above.

II.4. For security purposes, RALUT's Web-hosting service supplier may monitor network traffic in order to identify unauthorized attempts to upload or change information, or to otherwise cause damage. No effort is made to link the information received by this supplier's software with the identity or address of an individual visiting our site, unless an attempt to damage a site has been detected.

II.5. A technology using cookies may be used to provide you with tailored information. A cookie is a tiny element of data that a web site can send to your browser, which may then be stored on your hard drive so we can recognize you when you return. You may set your browser to notify you when you receive a cookie and you may choose to disable cookies if you wish.

## **III. CONSENT**

III.1 Your consent to RALUT for existing and future collection, use and disclosure of relevant personal information for purposes identified above is obtained

- a. through your express consent, as obtained through an application for membership;
- b. through your implied consent, signified by requesting information, or the delivery of a product or service;
- c. through your express consent to use personal or financial information in the course of using the good offices of RALUT with regard to certain private matters, such as pensions or benefits.

III.2 The achievement of RALUT's objectives involves communicating with its membership. If an individual member does not consent, then his/her personal information shall be used by RALUT for purposes of communicating with the member only, and for identified purposes, and shall not be provided to anyone else.

#### **IV. QUESTIONS AND COMPLAINTS**

Members who may have a question or complaint related to this Privacy Policy or to any of its procedures should contact our Privacy Officer through our Web site.

#### **V. RALUT PROCEDURE FOR POLICY ENFORCEMENT**

The RALUT Board of Directors shall appoint a Privacy Officer for three years, preferably not a member of the Board of Directors, who shall

- ensure that the Privacy policy is being followed, including the regular deletion of personal information from the RALUT Web site;
- answer questions and deal with complaints;
- report annually to the Board of Directors on the carrying out of the above functions; and
- consult the Board of Directors at other times when necessary concerning the above functions.

Revised 2010-12-08.