

Privacy Policy



Version:	1.0
Approved:	March 4 th , 2019

Purpose:

The purpose of this policy is to disclose the ways the MST gathers, uses, discloses, and manages members' and non-members' data.

Definitions:

The MST	The Mycological Society of Toronto
Personal Information	According to the Personal Information Protection and Electronic Documents Act in Canada, and for the purposes of this Privacy Policy, "Personal Information" means information about an identifiable individual (e.g. name, address, email address and telephone number).
The Website	The MST website.
Children	Anyone under the age of eighteen (18).

Policy:

1. Introduction

- 1.1 The Mycological Society of Toronto recognizes the importance of privacy and the sensitivity of Personal Information. The MST is committed to protecting any Personal Information that it holds. This Privacy Policy outlines how the MST manages Personal Information and safeguards privacy.
- 1.2 The MST's Privacy Policy does not apply to information about business entities that carry on business as corporations, partnerships or in other forms of association. The MST does, however, protect the confidentiality of such information in accordance with the law and the MST's own policies.
- 1.3 Initial and continued use of the Website indicates acceptance of this Privacy Policy. Since the MST regularly reviews all of its privacy policies and procedures, the MST may change its Privacy Policy from time to time, without notice.

2. Children

- 2.1 The MST does not intend to either solicit or collect personal information from Children. Children are not authorized to register for an MST membership or submit any personal information to the MST. By using the Website, and/or registering with the MST for a membership, an individual warrants that they are 18 years of age or older.

3. Consent

- 3.1 In most cases, consent to provide the MST with Personal Information (and/or any other information) will be implied through an individual's conduct with it (e.g. speaking with the MST's administrative volunteers) or by using the Website (e.g. registering on the Website). In the event that the MST requires more detailed information, the MST will request consent.

4. Identifying Purposes – The Personal Information the MST Collects and How and Why It Collects It

- 4.1 In the event that the MST does collect Personal Information, it only collects that which is necessary to provide services to members and administer its membership system. The MST collects information only by lawful and fair means and not in an unreasonably intrusive way. Below are some examples of how the MST may collect and use Personal Information (and/or any other information):
- 4.1.1 **Member Registration:** In order to register for an MST membership, an individual will need to provide the MST with their full name, postal and email addresses, a telephone contact number and credit card information so that it can process the request and administer its membership database. The MST only uses credit card numbers to process a transaction; the MST does not keep credit card numbers on file. Once a member has registered, the MST may contact them by telephone to confirm their registration. The MST may also distribute notifications of newsletters, and other promotional materials that provide the latest information from the MST and which the MST believes may be of interest to its members. If a member does not wish to receive such information and materials, they may opt out of the MST's newsletter and promotional materials list by changing their account settings.
 - 4.1.2 **Cookies:** The MST automatically sends text files called "cookies" to a visitor's computer. A cookie is a piece of information that a visitor's computer shows to the MST's server whenever a visitor visits the Website. The cookie saves a visitor from having to log in every time they return to the Website. Cookies enable the Website to recognize information a visitor has given to the MST previously. The MST does not disclose information in a visitor's cookies to other parties. A visitor may refuse the use of cookies by selecting the appropriate settings on their browser, however please note that this will prevent full functionality of the Website.
 - 4.1.3 **Google Analytics:** The Website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics utilizes cookies to help the MST analyze how visitors use the Website, but it does not collect Personal Information. The information generated by the cookie about a visitor's use of the Website (including IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating use of the website, compiling reports on website activity for the MST and providing other services relating to website activity and Internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. It is Google's policy to not associate IP addresses with any other data held by Google. By using the Website, visitors consent to Google processing data in the manner and for the purposes set out above. Users may at any time reject the collection and storage of data by Google Analytics by using the tools available at <http://tools.google.com/dlpage/gaoptout>.
 - 4.1.4 **Web Beacons:** In addition to cookies and Google Analytics, the MST may utilize other third-party technologies, including single-pixel gifs (commonly referred to as "web beacons") on the Website and in promotional emails or newsletters. Web beacons are not used to collect Personal Information. They allow the MST to measure actions associated with a visitor (through an IP address) when a page that contains a web beacon is opened on the Website. The MST uses web beacons to help determine how many visitors have visited certain pages of the Website or opened promotional emails or newsletters. When a visitor clicks on a page of the Website or opens an email from the MST that includes a web beacon, their actions, such as which pages they visited or images that they clicked on or licensed, will be recorded. This allows the MST to create customized communications to members based on their actions. More information about how the MST uses third-party technologies such as web beacons is available by contacting info@myctor.org.
 - 4.1.5 **Statistical Data & Service Improvement:** In conjunction with using cookies, Google Analytics and web beacons, the MST compiles statistical data on visitors' Website activity. This data is used to enable the MST to improve visitors' experience on the Website. The MST may also use this data to help diagnose problems with its server and for systems administration purposes.

5. Limiting Use, Disclosure, and Retention

- 5.1 The MST does not use or disclose Personal Information for purposes other than those for which it was collected. Also, the MST retains Personal Information only for as long as it is needed. Certain Personal Information (and/or any other information) may be disclosed to third party contractors solely for the purpose of processing or answering request(s) from members or non-members, including the MST's representatives, affiliates and authorized payment processors. Under certain circumstances, the MST will disclose Personal Information:
- a. when the MST is required or authorized by law to do so;
 - b. when an individual has consented to the disclosure, either in writing or through their conduct;
 - c. if the MST engages a third party to provide administrative services to it (e.g. computer back-up services or archival file storage);

- d. as a part of any business merger, sale of the assets of the MST or acquisition as well as in the event of an insolvency, bankruptcy or receivership in which Personal Information would be transferred as part of the MST's business assets; or
- e. if the information is already publicly known.

5.2 The MST does not, however, transfer, sell or otherwise disclose any Personal Information (and/or any other information) to any third party to enable them to market their products and services.

5.3 Individuals living in the EU and subject to the General Data Protection Regulation (GDPR) have the right to edit, update, access, or transfer their personal information, or to delete their personal information if they are terminating their membership with the MST.

6. Access to Personal Information

6.1 An individual may ask the MST for access to their Personal Information. All requests must be in writing and addressed to the MST's Technical Director. A small administrative charge may apply, depending on the request.

6.2 An individual's rights to access their Personal Information are not absolute. The MST may deny access when:

- a. denial of access is required or authorized by law;
- b. information relates to existing or anticipated legal proceedings against the requestor;
- c. when granting the requestor access would have an unreasonable impact on other people's privacy;
- d. when to do so would prejudice negotiations with the requestor; or
- e. to protect the MST's rights and property

6.3 If the MST denies the requestor's request for access to Personal Information, it will explain why.

7. Accuracy – Updating Information

7.1 If the MST has Personal Information about a member and their Personal Information has changed or is inaccurate, it is the responsibility of the member to inform the MST so that it can make any necessary changes.

8. Safeguards

8.1 The MST takes all reasonable precautions to ensure that Personal Information (and/or any other information) is kept safe from loss, unauthorized access, modification or disclosure. Among the steps taken to protect Personal Information are:

- a. restricted file access to Personal Information;
- b. technological safeguards like security software and firewalls to deter hacking or unauthorized computer access; and
- c. internal passwords and security policies.

8.2 Given the evolving nature of the Internet, the MST cannot guarantee that its security measures will be sufficient to protect Personal Information, however, the MST will maintain all safeguards it deems reasonably necessary in order to ensure the security, integrity and privacy of Personal Information.

9. Communicating with the MST (emails)

9.1 The MST welcomes email communication and uses it frequently. However, email is not a 100% secure medium, and individuals should be aware of this when contacting the MST to send Personal Information (and/or any other information). The MST will not be liable for any Personal Information (and/or any other information) transmitted to it by email.

10. Transmission Through Other Countries

10.1 Because of the nature of the Internet, Personal Information (and/or any other information) may be transmitted through other countries that have different rules governing privacy. Use of the Website or communication with the MST by electronic means implies acceptance and understanding of this point.

11. Website Links

11.1 At times, the Website may contain links to other sites, which are not governed by this Privacy Policy. The MST is not responsible for Personal Information (and/or any other information) disclosed by an individual through other websites that they may have accessed through the Website.

12. Agreements with Third Parties

12.1 Aside from the MST's Authorized Parties, the MST may enter into agreements with other third parties (e.g. other service providers or suppliers) who may require access to Personal Information (and/or any other information). The MST strives to ensure that these third parties also respect Personal Information (and/or any other information), however, the MST is not liable for any Third Party misuse of Personal Information (and/or any other information).

13. Requests for Access

13.1 Questions regarding Personal Information may be addressed to the MST's Technical Director:

By Mail:

110 Cumberland Street, Suite 255
Toronto, Ontario M5R 3V5
Canada
Attention: Technical Director

By Email: info@myctor.org