

AUGSA Privacy Policy

Definitions

AUGSA refers to the Athabasca University Graduate Students' Association.

AU refers to Athabasca University.

AUGC refers to the Athabasca University Governing Council.

Personal Information refers to information collected by AUGSA which may be used to identify an individual. This may include, but is not necessarily limited to, first and last name, street address, email address, telephone number, credit card information, and date of birth. This information will be referred to, generally, as Personal Information regardless of the form in which is collected or stored (e.g., electronically, on paper, etc.).

Collection of Personal Information

From time-to-time, AUGSA may collect Personal Information of AU graduate students or other relevant parties. This information may also be given to AUGSA by the AUGC, in accordance with the terms of an Information Sharing Agreement that may exist between these two organizations.

AUGSA only collects and saves such Personal Information as is necessary for the delivery of services to AU graduate students or other relevant parties. Upon request, AUGSA will delete or otherwise destroy (e.g., shred physical documents) your Personal Information.

Use of Personal Information

Your Personal Information will be used in order to provide you with better service. This includes the use of information for completing transactions or communicating back to you. Credit card numbers are used only for payment processing and are not used for any other purpose.

We may also use Personal Information in a manner that does not identify you specifically nor allow you to be contacted but does identify certain criteria about AUGSA's members in general (e.g., we may inform third parties about membership numbers or the number of registered users on the AUGSA website).

Security of Your Personal Information

Storage of Your Personal Information

Your Personal Information will only be stored for as long as is necessary to complete the purpose(s) or task(s) for which it was collected. If your Personal Information is needed for reasons not specified at the time that it was originally collected, AUGSA will obtain your permission prior to using it for said reasons.

Electronic Records

All Personal Information that AUGSA collects and/or stores in an electronic format will be stored on a secure hard drive or USB key.

When possible, Personal Information stored in an electronic format will not be transmitted over the Internet. When such transmission is necessary, the Personal Information will be transmitted in either an encrypted format, a password protected file, or both.

Physical Records

All physical records containing Personal Information shall be stored in a secure and locked location.

Sharing Your Personal Information

We will NOT sell or rent your name or Personal Information to anyone else. We DO NOT sell, rent or provide outside access to our mailing list at all.

If required by law, search warrant, subpoena, court order, or credit card fraud investigation, AUGSA may be required to release such Personal Information.

PIPA and PIPEDA

AUGSA is regulated by the Personal Information Protection Act (PIPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA), collectively referred to hereafter as "the Acts." As the Acts are revised from time-to-time, it may be the case that there are discrepancies between the Acts and this Privacy Policy. In the case of any discrepancies, the Acts will take precedence over this Privacy Policy, and any portions of this Privacy Policy which are not in compliance with the Acts shall be considered null and void.

If any portion of this Privacy Policy is deemed null and void, that shall not affect the validity of the rest of the document.