## **Family History Society of Newfoundland and Labrador**

## Family History Society of Newfoundland and Labrador Privacy Policy

The Family History Society of Newfoundland and Labrador Inc. (FHSNL) is a not-for-profit organization formed in 1984, incorporated in the Province of Newfoundland and Labrador in 1987 and registered with Canada Revenue Agency as a charitable organization. The society's goals are to promote interest in and facilitate family history research in Newfoundland and Labrador and to preserve and perpetuate its heritage.

FHSNL is committed to protecting the personal privacy of its members, volunteers, staff, friends and visitors and any personal information relating thereto shall be used only for the purpose for which it was collected. Without limiting the generality of the foregoing, personal information collected from members and others will be used only for its everyday activities, e.g., to contact and inform its members, to do research for members and non-members, and to manage its volunteers and general activities.

Personal information shall not be rented, sold or traded with other organizations or used for any publication without the prior consent of the parties involved.

Personal information will be stored in locked cabinets or in electronic databases which will be protected with anti-virus software, firewalls and password protection and accessible only by FHSNL personnel and authorized contractors.

Personal information is any information that can be used to distinguish, identify, or contact a specific individual. It includes, but is not limited to, names, addresses, telephone numbers, email addresses and purchases.

FHSNL provides hyperlinks to third parties. We have no control over, and are not responsible for, the privacy practices and policies of these third parties.

FHSNL will review its privacy policy regularly and update it as is necessary.