

The Opticians of Manitoba Privacy Statement

In this Privacy Statement, the terms "the Organization" "we" and "our" refer to the Opticians of Manitoba (OOM), which includes its administrative staff, Board of Directors and volunteers. This Privacy Statement provides you with information about how we collect, use and disclose your personal information.

Collection of Personal Information

The Organization collects personal information about you only when you voluntarily provide it. Typically, we will seek consent for the use or disclosure of your personal information at the time of collection. In certain circumstances, consent may be sought after the information has been collected but before use (e.g., when we want to use information for a purpose not previously identified).

The OOM collects information (name, address, telephone number, fax number, e-mail address and credit card number) provided by you when you request information be sent to you, become a student optician and/or registered member or when you place orders for any of the OOM's products, services, programs or register for our special events. We may also ask you for a limited amount of optional personal health information, if applicable, (e.g. home address, other statistical information gender and the name of your place of business on the membership application and/or request for information intake forms.) We do not, as a condition of your membership or the supply of a product or service, require you to consent to the collection, use or disclosure of information beyond that required to fulfill the explicitly specified and legitimate purposes for which the information is being provided.

The form of consent that we seek, whether it be expressed or implied, will largely depend on the sensitivity of the personal information and the reasonable expectations of the individual in the circumstances. You may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. If you wish to withdraw your consent at any time please contact the Chief Administrative Officer of the OOM using the contact information provided below.

Use and Disclosure of Personal Information

The OOM made a policy decision not to sell; rent or trade its database information to or with others. The personal information we now collect or collected in the past from you will continue to be used by the Organization to provide the services or carry out the transaction you requested or authorized. This may include using your personal information for the following purposes:

- Monitoring your membership status and, providing you with membership services which includes sending you newsletters and other related information;
- Sending you products or information that you have ordered or requested from us;
- Billing you for membership and/or for products, services or special events that you have subscribed to; and
- Doing all the things necessary to administer your registration, to carry out requested services and to develop and maintain our relationship with you and communicate with you.

In addition, we will use your information from time to time to inform you about news, products and/or services related to the work of opticians that we think may be of interest to you. We may also disclose your name and mailing address to affiliated professional organization so that they can send you informational materials directly.

**Protection and
Retention of
Personal Information**

The OOM makes all commercially reasonable efforts to ensure that personal information collected from you is protected against loss and unauthorized access. Access to your personal information is restricted to selected employees or representatives of the OOM. In addition, the Organization employs generally accepted information security techniques such as firewalls, access control procedures and cryptography to protect personal information against loss and unauthorized access.

We retain your personal information for as long as necessary to fulfill the purpose(s) for which it was collected and to comply with applicable laws and your consent to such purpose(s) remains valid after termination of our relationship with you.

**Access to
Information and
Complaints/
Withdrawing Consent**

You may contact the Organization at the address below at any time to: (i) request access to or update or change your personal information; (ii) if you have any questions about this Privacy Statement; or (iii) if you have reason to believe that we may have failed to adhere to this Privacy Policy;

Send Mail To:
Attn: Chief Administrative Officer
The Opticians of Manitoba
2706-83 Garry St.,
Winnipeg, MB
R3C 4J9
Ph. 982-6060
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