

## ***Personal Information Protection Policy***

***Passed: September 1, 2004***

***Reviewed: August 2007***

***Reviewed: September 2011***

The Alma Mater Society is committed to complying with the B.C. Personal Information Protection Act (PIPA).

In accordance with PIPA, we will inform our employees, volunteers, members, suppliers, and customers of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

In addition, we will ensure the accuracy, confidentiality, and security of the personal information received from our employees, volunteers, members, suppliers, and customers, and will allow them to request access to, and correction of, their personal information.

We will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection, and we will only use or disclose personal information where necessary to fulfill the purposes identified at the time of collection.

For further information about the privacy policy of the Alma Mater Society, please contact the Society's Privacy Officer:

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