

## PRIVACY POLICY – SENIORS COLLEGE OF PEI

Seniors College of PEI is committed to protecting the privacy of our members. This Privacy Policy explains how we collect, use, disclose, and protect the personal information that you provide to us.

1. We collect personal information directly from individuals as part of our membership application. Personal information includes, name, address, phone number, email address and age. We use this information in delivering our programs to members, including:

- **Membership Administration:** Managing memberships, communicating with members, organizing events.
- **Communication:** Sending newsletters, updates, and other information related to our organization.
- **Website Administration:** Maintaining and improving our website.
- **Research and Analysis:** Understanding our membership and improving our programs and services.

We may disclose limited personal information to:

- **Service Providers:** Third-party organizations that assist us with our operations (e.g., payment processors, IT support). We ensure these providers have appropriate privacy safeguards.

We do not sell, provide or rent personal information to third parties for marketing purposes.

2. We take reasonable steps to protect personal information from unauthorized access, use, disclosure, alteration, or destruction. This includes, secure storage of paper records, and use of passwords, encryption, and other security measures to protect electronic data.

3. We retain personal information only for as long as necessary for the purposes for which it was collected.

Individuals have the right to access and correct their personal information. To request access or correction, please contact us at the contact information below.

We may update this Privacy Policy from time to time. Any changes will be posted on our website.

**4.** If you have any questions or concerns about this Privacy Policy, please contact us at:

Seniors College of PEI

Email: [secretary@seniorscollege.ca](mailto:secretary@seniorscollege.ca)

The Executive of the Seniors College of PEI are responsible for overseeing our compliance with this Privacy Policy.

(Approved June 18, 2025)