

Privacy Statement

The Canadian Insurance Accountants Association respects your privacy. We also strive to protect the confidentiality of any personal information you may give us. We'd like you to know (a) the circumstances under which we collect information, (b) the kind of information we collect, and (c) how we may use that information.

You will be informed before we collect any of your personal information (details that can identify you as an individual, such as your name or address). An explanation as to what information is being collected and how it will be used will be provided to you and you have the right to decline to have this information collected or transferred.

Only personal information that you choose to provide to us will be collected. We do not use techniques that collect personal information about you without your knowledge.

You may provide us with information on-line, in a telephone conversation, or through a completed printed form. The information you provide will be securely stored either on a computer or as part of a hard-copy filing system.

1. On the Internet

Currently, nothing is collected from you on-line and none of the information we collect from you would be maintained on the Internet or on an Internet-accessible computer.

2. By phone, mail or in person

From time to time seminars, conferences and other events are offered through the Association and registrations are taken by phone, mail or in person. Registration information may include name, address, telephone number and e-mail address, along with payment information. Such data would be collected only by our membership or special events department, and would be maintained on a secure server not connected to the Internet. This information is used only to facilitate event registration and administration. No data collected would ever be sold, rented, or given to third parties.

All payments are processed either through our credit/debit card machine (for which our accounting department would retain copies only for bank verification/reconciliation) or by cheques/money orders/cash (which are deposited directly to bank). Once again, payments are processed securely, and the account information is only entered into a secure computer or manual database.

How We Use Non-Personal Information

The Association's operating system may automatically record some general information about your visit, such as:

- The Internet domain for your Internet service provider, such as "company.com" or "service.ca" and the IP address of the computer accessing the website, such as "ppp-55" or "123.123.123.123";
- The type of browser (such as "Netscape version x" or "Internet Explorer version x") you are using;
- The type of operating system you are using (such as Macintosh, Unix, or Windows);
- The date and time you visit our site and the web pages that you visit on our site, along with the address of the previous website you were visiting, if you linked to us from another website.

This information is used for statistical analysis, to help us make our site more useful to visitors. We may disclose this non-personal information to third parties such as sponsors or clients and/or use it for auditing purposes. **This tracking system does not record personal information about individuals or link this information to any personal data collected.**

We may use "cookies" that identify you as a return visitor. A cookie is a piece of data that a website can send to your browser, which may then store the cookie on your hard drive. So, when you come back to visit us again, we can tailor information to suit your individual preferences. The goal is to save you time and provide you with a more meaningful visit and to measure website activity. Cookies do not contain any personally identifying information. Browsers such as Netscape allow you to disable cookie collection if you wish, or inform you when a cookie is being stored on your hard drive.

Currency of data collected

The Association may contact you requesting updates of data. This will normally be done by regular mail at the time of membership renewal. We do not use third parties to collect this data on our behalf, and you will never be directed to a third-party website for this purpose. If you receive any communication the authenticity of which is doubtful, please contact the Association immediately.

Privacy Officer

The Association has a privacy officer who may be contacted for any concerns, clarifications or possible abuse of the privacy policy. Please direct your communications to:

Chief Privacy Officer,
Canadian Insurance Accountants Association
2175 Sheppard Avenue East, Suite 310,
Toronto, ON M2J 1W8
Phone: (416) 971-7800
Fax: (416) 491-1670