# Ortho-Bionomy® Association of Canada

**Policy Name:** OBAC Privacy Policy

**Date of the Last Amendment:** Jan 2022 (Address)

**Original Effective Date:** July 2004 (Opt-Out added fall 2006) **Policy Type: Governance**

The Ortho-Bionomy® Association of Canada (OBAC) is committed to protecting the personal information that it holds. The OBAC Privacy Policy conforms to the principles outlined in the Personal Information Protection and Electronic Documents Act.

**Personal Information**
Personal Information is personally identifiable information such as name, age, and place of birth, gender, ID numbers, opinions, evaluations, and comments about an individual.

Personal information does not include the name, title or business address or telephone number of an employee of an organization or any publicly available information, such as a public directory listing of your name, address, telephone number and electronic address.

**Sources of Collection**
OBAC collects information through membership registration and renewals, conferences, class registrations, and formal training programs.

**Method of Collection**
Personal information may be collected in the following ways: in writing, direct telephone contact, through electronic documents, or on a prescribed form provided by the organization.

**Ortho-Bionomy Canada Website**
OBAC tracks visitors to their public Website for statistical purposes. No personally identifiable information is collected, only aggregate data, such as the number of hits per page. The OBAC website contains links to other sites, which are not governed by this Privacy Policy.

**Information Uses**
OBAC uses information submitted from members, conference and class registrants, and from the formal training programs for administration purposes and to

- Ensure and monitor the quality and integrity of Ortho-Bionomy educational services in Canada
- Facilitate member services
- Maintain a registry of Ortho-Bionomy Courses taken in Canada by individuals
- Protect the use of the Ortho-Bionomy Registered Trademarks

Since OBAC uses personal information to provide services, it is important that the information be accurate and up to date. If a member or registrant's information changes, it is important that OBAC be advised of any changes so that its records can be updated.

**Information Disclosure**
When OBAC provides information to parties other than OBAC representatives, it is in aggregate form so that individual personal information is not identifiable.

OBAC will disclose an individual's personal information only under the following circumstances:

- When the member, or registrant has consented to the disclosure
- When OBAC is required or authorized by law to do so
- Where it is necessary to collect fees
- When required by OBAC Bylaws or Code of Ethics
- When the information is already public knowledge

**Compliance**
All information collected by OBAC is stored in a reasonable manner, only authorized OBAC personnel and/or representatives have access to information about members, class registrants and registrants in the formal training programs.

**Access**
Individuals have the right to review their personal information to ensure its accuracy and to confirm OBAC's compliance with this policy. Anyone with concerns regarding the treatment of his/her member or personal information, or who wishes to review his/her data, should send a written request to OBAC's Privacy Contact at:

**Attention: Privacy Officer**
**Ortho-Bionomy Association of Canada**
1-11290 Bond Road
Lake Country BC
V4V 1E1

Requests, which require archival or other retrieval costs, may be subject to professional and disbursement fees.

OBAC will advise all members and registrants of its Privacy Policy:

- At the time they apply for membership or renew their membership.
- At the time they register for an Ortho-Bionomy class or formal training program
- Through posting on the Ortho-Bionomy association of Canada website at www.ortho-bionomy.ca

**Opt -Out**
Individuals who do not wish to receive any further information from the Ortho-Bionomy Association of Canada may request an 'Opt-Out Form' from the Association Office by mail; phone (Toll Free) 1-855-215-1818 or Email: info@ortho-bionomy.ca