

# Manitoba Lodges & Outfitters Association



# PRIVACY POLICY

Our Privacy Policy governs the collection, use and disclosure of personal information by Manitoba Lodges & Outfitters Association and its Hunter and Angler Preservation Fund (collectively, “MLOA”), as well as the HAPF Great Manitoba Adventure Prize Trip Draw.

## **I. Privacy Organization Structure**

Privacy enquiries regarding MLOA should be directed to MLOA’s Head Office located at 501-1020 Lorimer Blvd.; Winnipeg, Manitoba; R3P 1C7. Other enquiries about MLOA’s Privacy Policy may be directed to MLOA’s Executive Director, who can be reached at 204-772-1912 or at [mloa@mloa.com](mailto:mloa@mloa.com).

## **II. Collection and Use of Personal Information**

MLOA may collect personal information from you when you:

- Purchase, order, return or exchange any of our services;
- Become a member of MLOA
- Donate to MLOA and/or its Hunter and Angler Preservation Fund;
- Contact MLOA;
- Visit the [mloa.com](http://mloa.com) website;
- Enter into a contest or respond to one of our surveys; or
- Are injured on, or suffer or cause property damage on, MLOA’s premises.

MLOA may also conduct video surveillance of its premises for security reasons.

## **III. Use of Personal Information**

MLOA may use personal information to:

- Identify members, customers, employees and suppliers and to establish and maintain a relationship with them;

- Provide members and customers with ongoing service to ensure proper delivery of those services and to better assist members and customers when they visit or call us;
- Improve the services offered by MLOA and its members;
- Provide MLOA members and customers with information about the MLOA and its Hunter and Angler Preservation Fund and/or other MLOA services that may be of interest to them;
- Protect against error and fraud; and
- Comply with legal and audit requirements.

MLOA may also use personal information to create statistics about MLOA or its Hunter and Angler Preservation Fund. These statistics do not contain any information that could personally identify any individual member, customer, employee or supplier.

#### **IV. Other Uses of Personal Information**

In the event that all or part of MLOA's assets were sold or financed, or if MLOA were to merge with another company, personal information in the possession of MLOA could be disclosed to the lender, buyer or merger partner, provided such personal information were to be used in strict compliance with the MLOA Privacy Policy.

MLOA may also disclose your personal information in response to a search warrant or other legally valid inquiry or order, or to an investigative body in the case of a breach of an agreement or contravention of law, or as otherwise required by law. We may also disclose personal information to assist us in collecting any debt owed by you.

#### **V. Disclosure of Personal Information**

MLOA will not trade, rent or sell your personal information to any third party unless we tell you about it and obtain your consent.

#### **VI. Agents and Third Party Transfers**

Some products and services that are provided through MLOA may be provided by third parties in cooperation with MLOA. In order to provide you with the products or services that you request from us, we may have to transfer information about you to these third parties.

Where MLOA transfers personal information to third parties for processing on behalf of MLOA, a contract containing appropriate privacy protection terms will be in place before any information is transferred to the third party. These terms must provide that the third party will not use the personal information for his or her own purposes, will keep the personal information secure, and will only process the information on the instructions of MLOA.

In addition, using certain third party products to purchase products or services from MLOA may require us to provide your personal information to third parties in order to process the transaction.

## **VII. Individual Access To and Correction of Personal Information**

An individual's request for access to their personal information in the possession of MLOA should be directed to the MLOA Executive Director at the address set out in Article I. of the Privacy Policy above. Individuals may be asked to provide suitable identification or to otherwise identify themselves.

An individual may update or correct any of their personal information that MLOA has in its possession by contacting MLOA and making a written request. Individuals may be asked to provide suitable identification or to otherwise identify themselves before any corrections will be made, and MLOA reserves the right to request appropriate proof of the correctness of any of the requested corrections.

## **VIII. Withdrawal of Consent**

Individuals may withdraw their consent to MLOA's use or disclosure of their personal information by contacting MLOA and making a written request. Individuals may be asked to provide suitable identification or to otherwise identify themselves.

In some circumstances, the withdrawal of consent to certain uses or disclosures of personal information may mean that MLOA is no longer able to provide certain products or services to the individual. If this is the case, MLOA will inform you when you contact us to withdraw your consent and give you the choice.

## **IX. Record Retention / Destruction and Security**

MLOA will only retain personal information for as long as it is necessary to process related transactions, maintain appropriate financial and audit records and protect MLOA's legitimate commercial interests.

All personal information collected by MLOA is protected by security measures appropriate to the sensitivity of the information. All personal information stored in electronic form, including all information collected through the mloa.com website, is kept in confidential and secure data banks. Paper records in MLOA's Head Office that contain personal information are kept in locked cabinets. MLOA evaluates its equipment and security procedures regularly and modifies them if necessary, so it can remain at the leading edge of security technology.