

ECA  
Evington, Virginia 24550  
**PRIVACY POLICY**

**MEMBER PRIVACY**

**POLICY STATEMENT**

**Personal information collected by Evington Community Association is for the primary purpose of membership requirements and/or communication in connection with the function of the Association business activity. It will not be released to others for any form of commercial gain and will be maintained to protect against unauthorized use.**

**1. The Evington Community Association, (ECA)**

Is a non-profit association whose purpose is to build civic community and address needs in the community. Its mission is: *'Foster the vitality and integrity of the Evington area while respecting and protecting the natural environment and our quality of life.'*

**2. Collecting Your Personal Information**

The Association understands that members may have concerns about their privacy and the confidentiality and security of information that ECA may obtain about them.

The ECA policy is to protect members' privacy and personal information that it may collect from time to time.

Personal information is collected by ECA for the primary purpose of membership requirements.

A hard copy file containing the member's application and entry details are retained in a secure location.

**3. When required information is not provided**

Failure to provide the information sought by ECA for the purposes detailed may prohibit the individual's membership acceptance.

**4. Maintaining data**

Only officers of the ECA have access to the membership data file information. Hard copies of member information are securely stored.

**5. Disclosure of Your Personal Information**

A member's personal information will only be used or disclosed by the ECA as required by law; or as authorized by the individual member.

A member's personal information, including association of a member to a specific email address, will not be disclosed to others within the association by officials or staff of ECA.

Individual members can mutually agree one to another to any form of communications between themselves and exchange such information to each other as they desire.

Further, to conduct ECA operations, the Association may occasionally engage independent operators and parties. Accordingly, some this information may be used or disclosed in part by ECA to:

- Enable mail contractors to deliver documents and communications to members;
- Officers of a government law enforcement agency in connection with the lawful performance of their duty;
- A debt collection agency for financial default purposes;
- Send direct mail to members with news of special offers or the availability of new products or services;
- External advisors, including the associations representative body for the purposes of outsourcing the processing and servicing of member checks and the processing of member credit card payments;

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**6. Withdrawing Your Consent**

If you do not consent to any of the disclosures above, you can write and advise Evington Community Association at its office address: PO Box 83, Evington, Virginia 24550. ECA will then ensure that your personal information is not used for this purpose. This exemption cannot apply where ECA is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, ECA will accept this as having received your express consent.

**7. Access Your Personal Information**

Members may, upon written request, access the personal information ECA has obtained from membership application forms and the related product or service forms that it currently holds. To the extent possible, ECA will let you access your personal information. However, there are times where the organisation is not in position to do so (where it would be unlawful to do so). If the ECA denies you access to this information, the ECA will notify you of this refusal and the basis for it.

To cover costs of providing access to your personal information an administrative charge may be applied.

**8. Changes to personal information held**

ECA endeavours to ensure that personal information held is accurate, complete and current.

Where you believe that personal information held by ECA is not accurate, complete or current, then advise the ECA and every effort will be made to correct the information.

**9. Lodging a complaint**

For any purpose associated with privacy matters including lodging of a complaint, the ECA can be contacted at its mailing address. Your complaint will be directed to the officer appointed by us to deal with your enquiry or complaint.

Copies of this privacy policy are available upon request.

**10. Consent**

With submission of application for membership, each prospective member must read and sign acknowledgement / consent document indicating his/her acceptance of this privacy policy.

This Privacy Statement was last amended on 11-03-2008.