Burgess Shale Geoscience Foundation
Privacy and Data Protection Policy

This Privacy and Data Protection Policy is provided to inform clients, website visitors, and others dealt with by the Foundation in the normal course of business with the protections put in place to safeguard personal information and data.

The Policy describes how data and personal information is acquired, stored and used. Please become familiar with the Policy.

1. **Policy and Governance**

   The Burgess Shale Geoscience Foundation (‘Foundation’) is a registered, not-for-profit, society under the British Columbia, Canada, Society’s Act and is governed by the laws of British Columbia. Date and personal information handled by the Foundation is covered by the Personal Information Protection Act (PIPA).

   The Foundation ‘Privacy and Data Protection Policy’ (‘Policy’) is written to meet legal requirements for such a policy and to provide clear information to users about data collection, use and security.

   The Foundation maintains a website which may be accessed worldwide. During the process of booking activities or purchasing merchandise through the website personal information and data may be obtained. While the privacy and data protection is governed by the laws of British Columbia the Foundation strives to meet the privacy and security obligations of other organizations and governments as is reasonably practical.

2. **Information Collected**

   The Foundation collects the following types of information:

   a) Personal contact information such as name, address, telephone numbers and email addresses
   b) Billing details such as credit card numbers and information needed to verify credit billings such as name, address, etc.
   c) Website tracking information such as date and duration of website visits, pages accessed, user location, etc.
   d) Health information and waivers

3. **Tools Used to Collect Information**

   Information is collected in the following ways:
a) direct input from clients into the website  
b) paper forms supplied by clients, contractors, employees, business contacts  
c) indirectly through tracking of website inputs or activity (e.g. Google Analytics)

4. Justification for Collection of Information

a. Clients  
   Personal information is provided to bill the clients, provide contact information for hike reservations, confirm that clients meet health and safety requirements for the hikes, confirm that clients fully understand risks.

   Tracking information is acquired to aid in business planning and marketing. This information is not sold or intentionally transferred to any third parties.

b. Employees and Contractors  
   Information is collected to process employment applications, meet government tax and reporting requirements, ensure safety and training compliance.

c. Third Parties related to the Business  
   During the normal course of business the Foundation maintains data for parties it deals with in order to work with those parties, ensure that all dealings are legal and comply with the current best practices.

5. Storage of Information

Personal information and data is stored in physical files, local digital files and in online locations. The software and security of the data is outlined in section 10 below.

6. Use of Cookies

The Foundation may use ‘cookies’ or other online methods to track the activity on its website, Facebook or other Social Media pages. The data is used internally for business planning and marketing. This information is not sold or intentionally transferred to any third parties but may be acquired through third-party software outline in section 9 below.

7. Communications from the Foundation

The Foundation may use your personal information to contact you by email regarding activities or news if you have purchased hikes or merchandise on the website. Use of the website implies initial consent to receive these notices but you may choose to ‘unsubscribe’ from these promotional notices at any time.
8. Rights to Personal Information

The Personal Information and Privacy Act (PIPA) provides a means for an individual to access personal information under the control of the Foundation. Please consult PIPA for more details and see the Contact Information below for who to contact within the Foundation.

9. Data Retention and Security

a) Data Retention
Data is retained only for the purposes noted in section 2 above. In compliance with PIPA all personal information will be retained for a minimum period of one year to allow a reasonable opportunity for an individual to request access to it.

The Foundation follows PIPA, section 35, which states:

An organization must destroy its documents containing personal information, or remove the means by which the personal information can be associated with particular individuals, as soon as it is reasonable to assume that

(a) the purpose for which that personal information was collected is no longer being served by retention of the personal information, and

(b) retention is no longer necessary for legal or business purposes.

b) Security

1) Digital – security for digital information is monitored both through the software used and on local computers of the Foundation. The Foundation currently uses the following ‘online’ software which handle client data and meet the requirements for our Policy:

a. WIX – provision of website tools. WIX maintains its own privacy policy which can be viewed at https://www.wix.com/about/privacy

b. Checkfront – tools for handling online bookings. Checkfront maintains its own privacy policy which can be viewed at https://www.checkfront.com/privacy

c. Google Analytics – tools for tracking website activity, Gmail – email program with storage of contact information and Google Drive – document storage. Google maintains its own privacy
policy which can be viewed at https://policies.google.com/privacy
d. Stripe – online payment tools. Stripe maintains its own privacy policy which can be viewed at stripe.com/ca/privacy
e. PayPal – online payment tools. PayPal maintains its own privacy policy which can be viewed at https://www.paypal.com/ca/webapps/mpp/ua/privacy-full?locale.x=en_CA
f. CanadaHelps – fundraising aid for charities. CanadaHelps has its own privacy policy which can be viewed at: https://www.canadahelps.org/en/privacy-policy/

2) Local Digital information is stored on Foundation computers. Access to these computers is limited to the Operations Manager and others designated by the manager.

3) Non-Digital information is stored primarily in locked offices in Field, B.C. Occasionally, files are taken offsite for work by the Operations Manager or the directors as needed to complete work. Every effort is made to ensure the security of data while off site.

10. Updates

This Policy is effective 1st June, 2018, and may be revised at any time by the Foundation. All updates will be posted to the website.

11. Contact Information

The Foundation Director and Chair of the Governance and Regulatory Committee is the person responsible for ensuring compliance with the PIPA. For information on this Policy at the Foundation please contact:

Nat Rutter, Chair of the Governance and Regulatory Committee, Burgess Shale Geoscience Foundation
Email: nrutter@ualberta.ca or natrutter@ualberta.ca