**Privacy Policy – Potato Growers of Alberta**

We ***(the Potato Growers of Alberta)*** are committed to maintaining the accuracy, confidentiality, and security of your personally identifiable information ("Personal Information"). As part of this commitment, our privacy policy governs our actions as they relate to the collection, use and disclosure of Personal Information. Our privacy policy is based upon the values set by the Canadian Standards Association's Model Code for the Protection of Personal Information and Canada's Personal Information Protection and Electronic Documents Act.

**1. Introduction**

We are responsible for maintaining and protecting the Personal Information under our control. Our entire team is responsible for compliance with our privacy policy.

**2. Identifying Purposes**

We collect, use and disclose Personal Information to provide you with the services available through our organization. This includes mandatory submissions of data for several reports through our report engine for our members. In certain circumstances, the purposes for which information is collected may be for registration of upcoming events or purchase of products available online.

 **4. Limiting Collection**

The Personal Information collected will be limited to those details necessary for the purposes identified by us. With your consent, we may collect Personal Information from you in person, over the telephone or by corresponding with you via email.

**5. Limiting Use, Disclosure and Retention**

Personal Information is shared with a third party company (WSP Canada) that builds and maintains our Report Engine. This information is kept in the highest of confidence and will never be shared to any other third party.

**6. Accuracy**

Personal Information will be maintained in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

 **7. Safeguarding Customer Information**

Personal Information will be protected by security safeguards that are appropriate to the sensitivity level of the information. We take all reasonable precautions to protect your Personal Information from any loss or unauthorized use, access or disclosure.

**8. Customer Access**

You may verify the accuracy and completeness of your Personal Information, and may request that it be amended, if appropriate. However, in certain circumstances permitted by law, we will not disclose certain information to you. For example, we may not disclose information relating to you if there are legal, security or commercial proprietary restrictions.

**9. Handling Customer Complaints and Suggestions**

You may direct any questions or enquiries with respect to our privacy policy or our practices by contacting:

Potato Growers of Alberta 403.223.2262 pga@albertapotatoes.ca

***Other Websites***

Our website may contain links to other third party sites that are not governed by this privacy policy. Although we endeavor to only link to sites with high privacy standards, our privacy policy will no longer apply once you leave our website. Additionally, we are not responsible for the privacy practices employed by third party websites