



**Canadian Seed Trade Association Privacy Statement**  
**Effective January 1, 2004**  
**Updated February, 2012**

**1. Accountability**

The Canadian Seed Trade Association (CSTA) is committed to maintaining confidentiality of personal information and recognizes the importance that individuals place on the privacy and confidentiality of their information. The “privacy officer” for the CSTA is the Chief Executive Officer.

**2. Identifying Purposes**

The principal information requested from members is “business contact” information such as names, addresses, telephone and fax numbers and email addresses. Following are instances when information is requested that may include personal information:

**Registry**

Each year the CSTA sends a summary of information to individuals employed by member companies for their verification and consent. The information requested is considered “business contact” information.

This information is compiled and stored in a data base which is only accessible by senior CSTA staff with the use of a confidential password, and the individuals who have provided the information. Individuals have access to their own records and may edit or delete at any time.

The purpose of gathering this information is for distribution of CSTA communication information such as newsletters, notice of meetings and meeting agendas. The information is used to publish a membership directory, which is distributed to the CSTA membership and selected government officials.

**Annual and Semi-Annual Meeting Registration**

CSTA organizes two general meetings per year. Basic “business contact” information is requested, including method of payment, with the following exceptions:

- Delegate e-mail address
- Name of companion
- Child registration including: name, age, gender, and allergies.

The purpose of the pre-registration information is:

- The organization of activities and meals for delegates, companions and children.
- A pre-registration list of delegates is prepared and available to delegates on CSTA's website and by email, on request, for purposes of advance planning of other private meetings.
- A registration list is distributed to delegates at the meeting that includes the names of companions and children.

### **3. Consent**

Completion of the Registry or the Meeting Registration form is considered explicit consent to use the information for intended purposes. The Registry contains an option to provide the e-mail address for purposes of receiving CSTA communications but to opt-out of having the e-mail address printed in the directory.

Meeting Registrations provide an option to opt-out of:

- inclusion of all information on the website delegates list
- inclusion of email address on the website delegates list
- inclusion of all information on the printed list for the Meeting
- inclusion of telephone number and email address on the printed list for the Meeting
- inclusion of names of accompanying persons and children on the printed list for the Meeting

### **4. Limiting Collection**

CSTA is committed to limiting the personal information to that which is necessary for the communication of business information related to the purpose of the organization or the organization of events that may include family members of delegates.

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

CSTA does not provide its membership lists or meeting registration lists to others with the exception of information available from our Membership Directory or Meeting registration lists. Meeting registration information is provided to organizers for meeting planning purposes. External organizers are expected to comply with the CSTA privacy policy. Paper copies of Meeting registration lists are destroyed within one month after the event. Electronic copies of meetings that include personal information may not be copied and are deleted within one year of the event.

### **6. Accuracy**

Any personal information is not carried from one meeting to another. The Meeting Registration information is gathered for each Meeting to ensure that it is accurate, complete and up-to-date.

### **7. Safeguards**

CSTA staff and meeting organizers must understand and comply with the privacy policy.

### **8. Openness**

Individuals may contact the privacy officer at the CSTA office to review the policies and practices relating to the management of personal information.

### **10. Challenging Compliance**

Individuals who wish to address a challenge concerning compliance with the CSTA principles or the privacy officer may direct their complaint to any member of the CSTA Board of Directors. The current CSTA President will address the complaint and a reply will be sent by the President to the individual.

If you have questions about this document, please [contact us](#).

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