

# **New Brunswick Association of Real Estate Appraisers**

## **Privacy Policy**

### **Our Privacy Commitment to You**

The New Brunswick Association of Real Estate Appraisers (NBAREA) is aware of the Personal Information Protection and Electronic Documents Act (PIPEDA) and respects and upholds an individual's right to privacy and to protection of his or her personal information.

This policy applies to members of NBAREA. Any personal information, which is obtained from a member, is limited to that which is necessary in order to provide contact information or as contained within information pertaining to admissions, membership, registration, education and professional Practice. Any personal information, which is obtained from a member, is not shared with any party outside NBAREA without the permission of the member.

### **Accountability**

NBAREA is accountable for the personal information under its control. NBAREA has appointed a Privacy Officer who is responsible for the Association's compliance with this Policy and to whom written complaints and inquiries from any individual, including a member, may be directed. The Privacy officer is Kelly Tole, whom may be contacted at the address below.

New Brunswick Association of Real Estate Appraisers  
204 – 403 Regent Street  
Fredericton, NB E3B 3X6  
Email: [nbarea@nb.aibn.com](mailto:nbarea@nb.aibn.com)

### **Purposes for Collection, Use, and Disclosure**

NBAREA collects personal information when necessary to provide contact information for the administering of admissions, membership, registration, education and professional practice.

As well, NBAREA collects and uses personal information of its members for the following general purposes:

1. to establish and maintain member lists;
2. to provide products and services requested;
3. to provide income tax receipts;
4. to process payment for the products and services requested;
5. to support research and management of educational, membership, marketing and public relations programs;
6. to identify and meet professional development needs;
7. to meet statutory and regulatory requirements; and
8. for admission and registration;
9. to administer examinations;
10. to conduct professional practice investigations where required;
11. for research and planning purposes

The only circumstances under which personal information may be disclosed to third parties is for the fulfillment of any purposes identified above, or as required by law. Where personal information is disclosed to third parties for the fulfillment of any purposes identified above, NBAREA will make all reasonable efforts to ensure that the third party has appropriate security procedures in place for the protection of the personal information being transferred.

### **Consent**

Unless we hear otherwise from you, your use of NBAREA/AIC products and services, and/or your registration as a member of AIC/NBAREA, constitutes consent for NBAREA to collect, use, and disclose personal information for the purposes stated in this Policy.

### **Limiting Collection**

NBAREA collects personal information only for the purposes identified above.

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

We do not use or disclose personal information for any purpose other than those for which it was collected, except with your consent or as required by law.

We do not sell, lease, or trade information about you to other parties.

Personal information is retained only as long as is necessary for the fulfillment of the purposes for which it was collected, or as required by law.

### **Accuracy**

NBAREA is committed to making sure all reasonable efforts are taken to ensure that personal information is as accurate, complete, and current as required for the purposes for which it was collected. If you find any inaccuracies in our information, please inform us and we will make the appropriate corrections promptly. In some cases, NBAREA relies on you to ensure that certain information about you, such as your mailing address and telephone number, is current, complete, and accurate.

### **Safeguards**

NBAREA uses appropriate security safeguards to protect your personal information from risks such as loss, misuse, unauthorized access, disclosure, or alteration. Safeguards include physical, administrative, and electronic security measures.

NBAREA will ensure that any individuals who deal with members' personal information are properly trained and are aware of the necessary and appropriate measures to protect personal information. Care will be used in the disposal and destruction of your personal information to prevent any unauthorized parties from gaining access to your personal information.

## **Access**

A member of NBAREA may request access to his/her personal information held by NBAREA. However, NBAREA reserves the right to confirm the identity of the person seeking access to personal information before complying with any access requests. Requests may be forwarded to the NBAREA Privacy Officer at the address stated in Section 1.

NBAREA will respond to requests for access to personal information within a reasonable time period. Upon request, NBAREA will provide information as to whether any personal information is in the care and control of the Association, and will provide details of such personal information. In responding to requests for access, NBAREA reserves the right to charge a fee.

There are situations when access may be denied. These may include, but are not limited to, professional practice information, information generated in the course of a formal dispute resolution process, and information which has been disclosed to government for the purpose of law enforcement or national security.

## **Revisions to this Privacy Policy**

This Privacy Policy is effective as of January 1, 2004. The development of NBAREA's policies and procedures for the protection of personal information is an ongoing process. Due to changes in technology and legal requirements, we may revise this policy from time to time. Please ensure that you refer to the current version of the NBAREA Privacy Policy. The current version is posted on our web site at [www.nbarea.org](http://www.nbarea.org)

## **Security and the Internet**

While NBAREA takes all reasonable measures to keep its members' personal information secure, any personal information transmitted over the internet (e.g. through the Association website or via e-mail) may not be secure. As a result, **NBAREA does not accept liability for loss, misuse or alteration of personal information submitted by members via the internet.**