

OHS Privacy Policy

Why is the issue of privacy of information important at the OHS?

Living as we do in an age where information is readily available electronically, people are justifiably concerned about who possesses their information and what others may do with that information. While federal and provincial laws on privacy do not apply to OHS, members should be assured that their personal information is protected and used for OHS purposes only.

What information does the OHS keep about its members?

The membership database stores information provided members: name, address, phone number, e-mail address, information about gardening and volunteer preferences. The OHS also records the names of show exhibitors, award winners, volunteers, and the members of committees.

What does the OHS do with membership information?

In its constitution, the OHS is required to send notices of its annual general meeting by mail (via the September newsletter) and so member addresses (snail or e-mail) are a necessary piece of membership information. Members are contacted by phone if they have asked to be called by the OHS Telephone Tree or have volunteered for an activity. They are e-mailed the "OHS Grapevine" using the e-mail address stored in the membership database.

Who sees our membership list?

The membership list (containing names, street addresses, phone numbers, and e-mail addresses) is circulated to members of the board as well as to the convenors of committees. Recipients of the list may only use it in the context of their OHS responsibilities. Requests for contact information by OHS members must be made to the membership convenor or the OHS secretary. The OHS does not circulate the membership list outside of the OHS and the OHS forbids the use of the list for non-OHS purposes. Paper and diskette copies of our membership lists are placed in the OHS archives.

What about OHS publications?

Articles with the names and pictures of members are often published in the newsletter, yearbook and website. The newsletter and yearbook are sent to members, but some non-members receive it as well. The website is in the public domain and selected articles from the newsletters and yearbooks are published there too. Where the website is concerned, if articles contain personal contact information, they won't be published without the owner's permission.

What can members do to protect their information?

Members can request restrictions on the use of their personal information from the membership convenor.