



# NCAGS

Nigerian Community Association of Greater Sudbury

## PRIVACY POLICY

**Effective Date: March 9, 2025**

### 1. Introduction

The Nigerian Community Association of Greater Sudbury (NCAGS) is committed to safeguarding the privacy and personal information of its members, guests, volunteers, and participants in our events and meetings. This Privacy Policy outlines how NCAGS collects, uses, stores, and shares personal information.

### 2. Information We Collect

We may collect the following types of personal information:

- Full name
- Contact information (phone number, email address, mailing address)
- Membership category and registration status
- Attendance at events or meetings (including virtual meetings via Microsoft Teams)
- Volunteer or participation history
- Photos or video recordings taken at events

### 3. Use of Information

The information we collect is used for the following purposes:

- To manage membership records and communications
- To coordinate events, meetings, and community engagement activities
- To maintain accurate records of attendance and meeting proceedings
- To ensure transparency, accountability, and proper documentation as required by our constitution and governance practices
- To post photos or videos captured during our events on our website or social media platforms as appropriate to promote awareness, share community highlights, or document association activities

### 4. Virtual Meeting Attendance and Consent

By joining any NCAGS-hosted virtual meeting (e.g., via Microsoft Teams), you expressly agree that:

- Your name and/or display name may be recorded as part of attendance

- Your name may be published in the official minutes of the meeting, which are maintained for organizational records and may be shared with members of the association as appropriate

If you do not wish for your name to appear in the meeting minutes, you must notify the meeting host before the meeting begins. Otherwise, your participation will be considered as consent to publication.

## **5. Sharing of Information**

NCAGS does not sell or rent personal data to third parties. However, we may share limited personal information in the following contexts:

- With other members for coordination and communication purposes
- With external parties where required by law or for compliance with our constitution
- In official publications such as newsletters, reports, or meeting minutes (subject to this policy)

## **6. Security of Information**

We take reasonable steps to protect personal information from unauthorized access, loss, or misuse. Data is stored securely and access is limited to authorized personnel only.

## **7. Retention of Records**

We retain personal information only as long as necessary for organizational, legal, or accountability purposes, in alignment with our governance obligations.

## **8. Your Rights**

You have the right to request access to your personal data held by NCAGS and to request corrections or deletions where applicable. Please contact us in writing at [info@ncags.ca](mailto:info@ncags.ca) for such requests.

## **9. Updates to This Policy**

This policy may be updated from time to time. Any significant changes will be communicated to members through email or during official meetings.

## **10. Contact**

If you have any questions or concerns about this Privacy Policy, please contact:  
Nigerian Community Association of Greater Sudbury (NCAGS)

✉ Email: [info@ncags.ca](mailto:info@ncags.ca)

🌐 Website: [www.ncags.ca](http://www.ncags.ca)