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The *2010 Sitelines Annual* will be circulated March 2010. Consult the *2009 Sitelines Annual* to see how you are currently listed and notify us of any changes. Please forward new or changed information by **November 15, 2009** to the BCSLA office by mail or fax 604.681.3394. This information is also used to update the BCSLA website if you do not want to be listed please contact the BCSLA office.

Individual Membership Roster

Name:

Company/Agency:

Address:

City/Town:

Telephone: ()

Email:

Postal Code:

Fax: ()

Web:

Private Sector Roster

Firm Name:

Address:

City/Town:

Telephone: ()

Email:

Principals:

Size of Firm:

Recent Awards:

Description: (Brief description of focus of work & type of firm – maximum 75 words)

Postal Code:

Fax: ()

Web:

Projects: (List of no more than five project names and locations - maximum 50 words)

Public Sector Roster

Name:

Title:

Public Agency:

Address:

City/Town:

Telephone: ()

Email:

Recent Awards:

Postal Code:

Fax: ()

Web:

To safeguard and protect any personal information provided to us, the BCSLA adheres to 'Ten Principles of Privacy Protection', which addresses the requirements for handling "personal information" as defined in both the federal 'Personal Information Protection and Electronic Documents Act', and the 'BC Personal Information Protection Act'. I have read and understand the BCSLA Ten Principles of Privacy Protection Policy and consent to the release of the information that I have provided for use in the 2009 BCSLA Sitelines Annual and on BCSLA websites.

Authorized Signature

Date

Name – Please Print

Title

A copy of the policy is on the reverse side of this form.



Statement and Purpose

The British Columbia Society of Landscape Architects ("BCSLA") respects an individual's right to privacy and to the protection of his or her personal information. We are committed to meeting the privacy standards established under the Personal Information Protection Act. To safeguard and protect the personal information provided to us, BCSLA adheres to the following ten principles of privacy protection:

Principle 1- Accountability

We are responsible for maintaining and protecting the personal information that we hold or is under our control. In fulfilling this mandate, we have designated the BCSLA Registrar to act as our Privacy Officer who is accountable for BCSLA's compliance with this policy.

Principle 2- Identifying Purposes

The purposes for which personal information are collected from you shall be identified before or at the time the information is collected.

Principle 3- Consent

Your knowledge and consent (express or implied) are required for the collection, use or disclosure of your personal information except where required or permitted by law.

Principle 4- Limiting Collection

The personal information we collect from you is limited to those details necessary for the purposes identified before or at the time the information is collected, and we only collect this information through fair and lawful means.

Principle 5- Limiting Use, Disclosure and Retention

We will not use or disclose your personal information for any purpose other than the purposes for which it was collected, unless you provide us with consent to do otherwise or when it is required or permitted by law. We will not retain your personal information any longer than required to fulfill the purposes for which it was collected or as may be required by law.

Principle 6- Accuracy

We will make all reasonable efforts to maintain your personal information as accurate, complete and current as is necessary to fulfill the purposes for which it was collected.

Principle 7- Safeguarding Personal Information

We will protect your personal information with safeguards appropriate to the sensitivity of that information. These safeguards include physical, administrative and electronic security measures.

Principle 8- Openness

We will answer questions you may have regarding our privacy policies and procedures and our management of your personal information.

Principle 9- Access

If you require details on your personal information at BCSLA, please send us a written request. Upon receipt of this request, we will inform you of the existence, use and disclosure of your personal information and will provide access to that information, except where the law requires or permits us to deny access. We will provide you information within a reasonable time period and provide an explanation if we are unable to meet your request.

Principle 10- Handling Complaints and Questions

You may direct any complaints or questions you may have regarding this policy or our practices to our Privacy Officer by calling (604) 682-5610, or writing to BCSLA, 110-355 Burrard Street, Vancouver, BC, V6G 2G8 Attention: Privacy Officer.

Adopted: March 23, 2004