

# MEMBERSHIP APPLICATION/RENEWAL FORM



HONOUR HOUSE SOCIETY

## SECTION 1 MEMBER INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Province/State \_\_\_\_\_ Country \_\_\_\_\_ Postal/ZIP Code \_\_\_\_\_

Home Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

New Membership \_\_\_\_\_ **or** Renewal of Membership \_\_\_\_\_

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**SECTION 2** Honour House Society Membership Fee \$ \_\_\_\_\_  
Donation to Honour House Society  
(CDN tax receipt provided) +\$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

US residents should send a money order in Canadian funds or a cheque in US dollars

**Membership fees are due  
when applying as a new  
member and thereafter on  
● of each year.**

Please make cheques payable  
to "Honour House Society"  
and mail with application to:

Honour House Society  
405 – 1508 West Broadway  
Vancouver, BC V6J 1W8

**IMPORTANT: Consent for Collection, Use and Disclosure of Personal Information:** Yes \_\_\_\_\_ No \_\_\_\_\_

### Consent for Collection, Use and Disclosure of Personal Information

By selecting "Yes", I consent to the collection, use and disclosure of my personal information for the purposes of verifying my membership in the Honour House Society ("HHS"). I understand that the HHS collects this personal information to record in its central database for use as described in the HHS Privacy Policy. Personal information includes attributes such as member's name, address, telephone number, email address & birth date.

### Privacy Policy

**Statement and Purpose:** HHS respects and upholds an individual's right to privacy and to protection of his or her personal information. HHS is committed to ensuring compliance with applicable privacy legislation. For the purposes of this policy, the term "Membership" means Voting Members and Honorary Members.

#### Implementation:

- Accountability:** HHS is accountable for personal volunteer, member, and donor information under its control. HHS has appointed a Privacy Officer who is responsible for the Society's compliance under this Policy.
- Purposes for Collection, Use and Disclosure:** HHS collects and uses personal information about:
  - Members for the following purposes:
    - For the administration and management of matters relating to volunteers
    - For the administration and management of all matters relating to the Membership of the Society, including eligibility to attend and vote at, or be represented by proxy at, General Meetings, and to seek election to the Board of Directors, and to sit as a member of Committees of the Board of Directors
    - For the administration and management of Society programs
    - For the collection of aggregated statistics used for analysis of funding and service provision
    - For the mailing of the Society's publications

(ii) Donors giving to the Society for the following purposes:

- For maintaining the privacy of donors' financial information
  - For fundraising activities, including the administration of tax receipts
  - For the administration of subscriptions to and mailing of the Society's publications
3. **Consent:** HHS will make reasonable efforts to ensure that members' personal information is not divulged to any third party without the express prior written consent of the individual named. HHS may disclose member and volunteer personal information in exceptional circumstances: for example, when personal information is used for an emergency that could threaten an individual's life, health, or personal security.
  4. **Limit For Collecting Personal Information:** HHS will only collect personal information for the purposes identified. HHS will use methods that are lawful and will not collect information indiscriminately.
  5. **Limits for Use, Disclosure and Keeping of Personal Information:** Personal information will only be used or disclosed for the purposes for which it is collected. HHS will not use personal information for additional purposes without securing consent to do so from the person(s) to whom the information pertains or as required by law. HHS may give non-nominal personal information to third parties to conduct surveys in order to enhance our services or to send mail to our members. If an outside body is employed for this purpose, HHS will ensure that appropriate security undertakings, such as confidentiality clauses in contractual arrangements, are employed to protect the transfer and use of personal information. HHS will retain information only as long as it is necessary for the identified purposes, or as required by law.
  6. **Accuracy:** HHS will make reasonable efforts to ensure that personal information is accurate, complete and current as required for the purpose for which the information was collected. In some cases HHS relies on its members to ensure that information such as addresses or telephone numbers is current, complete and accurate.
  7. **Safeguards:** HHS is committed to the safekeeping of personal information in order to prevent its loss, theft, unauthorized access, disclosure, duplication, use or modification.
  8. **Providing Access to Personal Information:** You have the right to access your personal information which is held under the control of HHS with some exceptions. The Privacy Officer will assist you with your access requests. In certain exceptional situations, HHS may opt not to provide access to certain information it holds about you. If access to certain information cannot be provided, HHS will notify you, in writing, of the reasons for the denial of access.

**Concerns or Questions Regarding HHS's Compliance:** You may direct your questions or concerns regarding HHS's compliance with this policy to a Privacy Officer at:

**Honour House Society**  
405 – 1508 West Broadway  
Vancouver, BC V6J 1W8 Canada