



**Servas Canada
Host Data Privacy and Consent Agreement**

I/we permit Servas Canada to use the details supplied by me/us in the manner described below.

I/we will only use the host lists and the information contained in the lists in the manner described below.

.....
Names and address (in block letters) Host Number

.....
Place/date/signatures of all hosts over 18 years of age

Host lists and Letters of Introduction serve the purpose of allowing Servas members at home and abroad to contact each other individually as defined in the aims of Servas International.

What does Servas Canada use your host details for?

Servas Canada enters your details in a central database which is accessed by means of a secure web connection by the host coordinators and other Servas Canada administrators. The system is used to allow an updated host list to be produced and for internal administration purposes such as membership administration and official correspondence (e.g. invitation to meetings, newsletters, etc). Electronic data are not used for any other purposes apart from those described. Data remain stored after termination of membership as a host, so that if membership is reactivated a new interview will not be necessary. Data will, however, be erased after termination of membership if the wish is expressed. Periodically old data will be erased.

What does Servas Canada do with your host details?

- 1) Regional host coordinators enter the details supplied by you in your host registrations and annual updates into the central database, to which they have access by means of a web-based administration programme. Only the Servas Canada host coordinators, Servas Canada officials, the team of helpers who prepare the host list for publication and technical support volunteers have access to this database. Each of these people signs a confidentiality agreement.
- 2) The host list is stored on the Servas International Host List Storage Area, which is accessed by approved Servas officials, so that it can be provided to approved Canadian and international Servas travellers.
- 3) The host list may also be sent to all Servas hosts in Canada.
- 4) All travellers and hosts and Servas officials in Canada and abroad may only use the host lists for the purpose described.

What exactly does everybody who receives a (Servas Canada) host list undertake to do?

Travellers, hosts and Servas officials and volunteers undertake to treat the information contained in the host lists confidentially, not to pass the information to any unauthorised person or institution and to use the information for the purposes described only. This applies to the current Servas Canada host list as well as to all old host lists and all foreign host lists. Under no circumstances may the lists or extracts from the lists be copied or used for contact to other organisations or persons, for advertising purposes, chain letters, appeals etc. Hosts, travellers and Servas officials are aware that inappropriate use of the host lists and the information in the host lists is not allowed.

Send to: Ted Haymond, 703 -- 630 Montréal St., Victoria B.C. V8V 4Y2; 250-384-6913;
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