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ACFE TORONTO GREATER TORONTO AREA (GTA) CHAPTER PERSONAL INFORMATION PROTECTION AGREEMENT

Starting on January 1, 2004, the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) applies to most organizations in Canada, including our ACFE Greater Toronto Area (GTA) Chapter. This legislation controls how organizations collect, store, use, and disclose personal information about individuals in the course of providing services to members.

In our circumstances, a member is defined as an active or lapsed member of the GTA Chapter **and** Certified Fraud Examiners and Associate Members of the Association of Certified Fraud Examiners, ("ACFE" with World Headquarters in Austin, TX, USA) who are **not** members of the GTA Chapter.

Members provide the GTA Chapter and/or the ACFE with personal information to provide them a service and to communicate with them in a timely manner. All personal information contained in the Toronto Greater Toronto Area (GTA) Chapter files, lists, and on the website, as well as on the ACFE website (under the Chapter Administration section) are the property of the Chapter or the ACFE respectively, and are **prohibited from being used for any purpose other than Chapter or ACFE business.**

All Board members, employees, volunteers, and third parties who are granted access to this member and non-member personal information are hereby informed and acknowledge their understanding of the legal requirement to keep this information protected and confidential, and know they are to use the information only for the purpose intended. Misuse of this information will be considered a material breach and will result in disciplinary action, up to including dismissal and referral to the appropriate law enforcement agencies.

By signing this letter you acknowledge your understanding of, and agree to uphold, these legal requirements.

Signature

Print Name and Indicate Position

Board Member Employee Volunteer Third Party Contractor

Date: _____