



## Privacy Policy

### Credit Card Protection

- using your credit card for purchases on-line on [www.cmva.com](http://www.cmva.com) uses a secure process provided by one of the largest credit card processors in the country. Credit card numbers are never stored on any CMVA computer.
- if you send in a credit card number by email (which is NOT recommended), it is immediately deleted, and the deleted email file is also deleted.
- credit card receipts are emailed with part of the number obscured, directly from the credit card processing company.
- If you REALLY don't want your credit card number in cyberspace, your only option is to never buy anything with it. All processing is done electronically, no matter who does it. If this is your choice, please "join CMVA" via the website, and then download the paperwork and send it in with your cheque.
- assuming you sent your fax to the correct fax number (403-208-9619), no one but the CMVA Executive Director or designate ever sees your fax.

### Membership Information

- membership lists are never sold. Chapter executive members can get lists of their members, for use in chapter activities.
- membership information is available only to other members, via a pdf file on the website, not to non-members.
- vendors at an annual meeting can get a list of attendees on excel.

### Emails

- emails are sent to individuals, rather than to a long copy list, so people cannot use "Reply All" for commercial use
- requests for membership contact information are forwarded to the individuals whose information is requested, rather than given to the requester. They can then respond if they choose.

### Exams

- are marked in the CMVA office.
- are retained in the CMVA office for a period of 3 months, to allow for an appeal process, and then are shredded.
- names of certificate holders may be released on request. Notice of exam failure is sent only to the exam candidate.