

## Alberta Canola Privacy Policy

Effective Date: January 26, 2026

### Purpose and Scope

Alberta Canola Producers Commission (“Alberta Canola”) is committed to protecting the privacy and security of personal information collected from producers, vendors, and stakeholders. This policy explains how Alberta Canola collects, uses, discloses, and safeguards personal information in compliance with Alberta’s Personal Information Protection Act (PIPA).

### 1. Collection of Personal Information

Alberta Canola collects personal information only for purposes that are reasonable and directly related to our operations, including:

- Administration of the canola service charge (levy);
- Communication with producers, vendors, and partners;
- Processing payments (including by Electronic Funds Transfer);
- Event registration and participation;
- Compliance with legal and regulatory obligations.

Information collected may include names, addresses, contact information, business details, and financial information (e.g., banking details for EFT payments).

### 2. Consent

Alberta Canola collects, uses, and discloses personal information with the individual’s consent, or as otherwise permitted by law. Consent may be express (written, electronic, or verbal) or implied, depending on the circumstances.

### 3. Use and Disclosure

Personal information is used only for the purposes stated at the time of collection, or for compatible purposes as allowed by PIPA. Alberta Canola does not sell or trade personal information.

Information may be disclosed to:

- Service providers (e.g., Levy Central, managed IT providers, accountants) who are contractually bound to maintain confidentiality and data security;
- Regulatory authorities where required by law.

## 4. Safeguards and Security

Alberta Canola uses a managed IT service and cloud-based storage protected by:

- Multi-factor authentication for all licensed users;
- Encryption of stored data;
- Access limited to authorized personnel;
- Regular software updates and vulnerability monitoring.

Personal information is retained only as long as necessary to fulfill its purpose, after which it is securely destroyed or anonymized.

## 5. Accuracy and Access

Alberta Canola makes reasonable efforts to ensure that personal information is accurate and complete. Individuals may request access to, or correction of, their personal information by contacting the Privacy Officer.

## 6. Cross-Border Data Transfers

Personal information may be stored or processed outside of Alberta or Canada through third-party providers. Where this occurs, Alberta Canola ensures that comparable safeguards are in place.

## 7. Breach Response

In the event of a privacy breach involving personal information, Alberta Canola will take immediate steps to contain and investigate the incident, notify affected individuals as required under PIPA, and report to the Office of the Information and Privacy Commissioner of Alberta where appropriate.

## 8. Privacy Officer

Questions or concerns about Alberta Canola's privacy practices may be directed to:

**Privacy Officer:** Alberta Canola Producers Commission

**Phone:** 780-454-0844

**Email:** [info@albertacanola.com](mailto:info@albertacanola.com)

**Address:** 14560 116 Ave NW, Edmonton AB, T5M 3E9

