

Privacy Statement

Purpose:

The purpose of this Privacy Statement is to explain how the University of Calgary Water Institute collects, uses, stores, and protects personal information provided through membership applications, mailing list sign-ups, event registrations, committee participation, communications, and other Water Institute activities.

This statement is intended to provide transparency to members, prospective members, mailing list subscribers, event participants, and others who engage with the Water Institute about why information is collected and how it may be used to support the Institute's activities, operations, communications, governance, reporting, and community-building.

The Water Institute does not create or administer its own independent privacy policies. As an institute within the University of Calgary, the Water Institute defers to, and operates under, applicable University of Calgary policies, procedures, standards, and legal requirements related to privacy, access to information, records management, information security, and acceptable use of electronic resources.

The Water Institute collects, uses, discloses, retains, and disposes of personal information in accordance with applicable University of Calgary policies and procedures, the Freedom of Information and Protection of Privacy Act, and other applicable privacy requirements.

Relevant University of Calgary policies, standards, and resources include:

- [University of Calgary Access and Privacy Office](#)
- [University of Calgary Privacy Policy](#)
- [Acceptable Use of Electronic Resources and Information Policy](#)
- [Information Security Classification Standard](#)
- [UCalgary Data Classification System](#)
- [Master Records Retention Schedule](#)

This Privacy Statement is intended to describe Water Institute practices within that broader institutional framework.

Safeguards:

The Water Institute will take reasonable measures to protect personal information against loss, theft, unauthorized access, disclosure, copying, use, or modification.

Personal information will be stored using University-supported systems and will be accessible only to individuals who require access for appropriate Institute purposes. These may include Water Institute leadership, administrative staff, communications staff, relevant University support personnel, or others with a legitimate role in supporting Institute operations, governance, communications, programming, or reporting.

The Water Institute will follow applicable University of Calgary information security requirements, including the University's Information Security Classification Standard, Data Classification System, and Acceptable Use of Electronic Resources and Information Policy.

Retention and disposal:

Personal information will be retained only for as long as needed to fulfill the purposes for which it was collected, or as required for legal, administrative, operational, reporting, archival, or University policy purposes.

Retention and disposal of records will be guided by applicable University of Calgary records and information management requirements, including the University's Information Management resources and Master Records Retention Schedule.

When personal information is no longer required, the Water Institute will take reasonable steps to securely dispose of, delete, or anonymize the information in accordance with University of Calgary policies and applicable privacy requirements.

Questions or concerns:

Questions, requests, or concerns about this Privacy Statement or the Water Institute's collection, use, disclosure, retention, or protection of personal information may be directed to the Water Institute (water@ucalgary.ca).

Individuals may also contact the University of Calgary Access and Privacy Office for questions about University privacy practices, access to information, and applicable privacy requirements.