



Tourism Langley - Criteria for Posting Events

This Event Calendar is open to any City of Langley or Township of Langley organization whose events make a positive contribution to the Langley communities. Your message will be reviewed and approved by our editor. Submitted events may also be included in the 'Fresh Sheet' sent out to our database on a weekly basis.

Tourism Langley's objective in offering the Calendar of Events (including Fresh Sheet) is to support the activities of groups that contribute to the vibrancy and enjoyment of the City of Langley or the Township of Langley and who contribute in a positive way to the following:

- Recreational, cultural and social opportunities
- Preservation and development of arts, culture, and heritage
- Community wellness
- Public Safety
- Tolerance and intellectual harmony
- Community liveability
- Quality of life for all who live, work, or visit the community

Disclaimer

Tourism Langley Association will not knowingly approve the use of the Calendar of Events / Fresh Sheet to support any political campaign or event, or for the activity of any groups or agencies that it deems, in its absolute discretion, may intentionally or unintentionally serve to undermine any of the above.

The Calendar of Events / Fresh Sheet are provided as a public service. The content of the Calendar of Events posting is the responsibility of the submitter. Tourism Langley reserves the right and discretion to use Calendar of Events submissions for the Fresh Sheet. Tourism Langley accepts no responsibility for the information contained in any message approved from posting on the Calendar of Events, or any damages caused by the posting of incorrect or inappropriate information.

We reserve the right to edit messages for grammar and clarity, and the right to refuse any message in our absolute discretion.

Instructions for Posting

Please view our checklist to be sure you have all the necessary information before submitting your event. Use these tips to help get your listing(s) approved by our Calendar Editor.

- Add as much detail as required
- Refrain from using all upper case (CAPS) throughout the application (acronyms are excluded, ex. SPCA)
- Check for spelling and grammatical errors
- Obtain permission before publishing another person's contact information
- Obtain permission to use submitted image, logo or photograph
- Please allow a minimum of four working days for posting

Any questions regarding the Calendar of Events, please contact Tourism Langley at 604.888.1477, or info@tourism-langley.ca.

PRIVACY POLICY

Introduction

Protecting personal privacy and the confidentiality of information over the Internet, on the telephone, or through the office has always been fundamental to the way we do business. This policy and related procedures are consistent with the Canadian Standards Association Model Code for the Protection of Personal Information (herein "CSA Model Code") and applicable privacy legislation.

Policy

Tourism Langley is accountable for all personal information under its control. Tourism Langley will not use personal information for any other purpose than identified at or before the time of collection. Tourism Langley privacy officer is the Executive Director who is designated as responsible for Tourism Langley privacy policy. The privacy officer can be reached by:

E-mail: Deborah@tourism-langley.ca

Telephone: 604.888.1477

Fax: 604.888.1462

Mail: 2 – 7888 200 Street, Langley, BC V2Y 3J4

Any questions about Tourism Langley handling of personal information can be directed to the privacy officer.

Consent

Tourism Langley marketing the City and Township of Langley seeks consent for all personal information we collect, use and disclose through information provided to individuals prior to collection, or at the time of collection.

If you have voluntarily provided information, you have consented to the collection, use and disclosure of your personally identifiable information as described in this privacy policy. As required by the CSA Model Code, Tourism Langley will not use personal information for any purpose other than that for which you

consented. Should Tourism Langley require personal information for a new purpose, we will contact you to seek consent for that new use.

Safeguarding Personal Information

Tourism Langley respects the privacy of its members, partners, potential website visitors and internet users and protects that privacy as vigorously as possible. Personal information is stored in electronic and physical files that are secure. Security measures include secure locks on filing cabinets, and using industry standard techniques such as firewalls, encryption, intrusion detection and restricted access to records and to equipment, including computers. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot ensure or warrant the security of any information you transmit to us or receive from us electronically. This is especially true for information transmitted via e-mail. Tourism Langley has no way of protecting that information until it reaches us. Once received, Tourism Langley makes our best efforts to ensure its security on our servers.

Accuracy Of And Access To Personal Information Collected

Tourism Langley makes every effort to keep personal information as accurate, complete, current and relevant as necessary for the identified purposes. Tourism Langley does not routinely update personal information.

Tourism Langley makes readily available to individuals our Privacy Policy and related procedures for managing personal information. Any questions about the handling of personal information by Tourism Langley may be raised with our privacy officer.

At the written request of an individual, he/she may view or edit their personal information as collected by Tourism Langley. Tourism Langley will inform them of what personal information we have about the individual, what it is being used for and, in cases where it has been disclosed, to whom it has been disclosed. There may be exceptional circumstances as provided by the CSA Model Code under which Tourism Langley may not be able to give an individual access to the personal information about her or him held by Tourism Langley. In this case Tourism Langley will explain the reason for this lack of access, as provided by the CSA Model Code.

To make a request, please send a letter, email or fax addressed to our Privacy Officer at the address indicated above. In your request, please include the following information: Name, contact details, the nature of your request, including whether you wish to view and/or edit information or inquire regarding use and/or disclosure.

Tourism Langley replies to requests no later than thirty days after receipt of the request, or if we are not able to respond within this time period, will send a notice of extension. If Tourism Langley is not able to disclose all the personal information we hold on you, we will give you a reason for our inability to do so, unless prohibited by law.