



# Privacy Policy

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## 1. Introduction

1.1 The Assyrian Cultural & Social Youth Association Inc. (hereinafter “the ACSYA Inc.”, “us”, “we”, and “our”) is committed to implementing the following principles in order to ensure that the confidentiality of personal information we collect is protected and maintained at all times.

1.2 The following Privacy Policy (hereinafter the “Policy”) represents our commitment— as an organisation —to your right to privacy; giving you a clear explanation on how we collect, use, communicate, disclose, and otherwise make use of personal information.

1.3 This Policy applies to all systems or services offered by the ACSYA Inc. to the public as well as through our website [www.acsya.org](http://www.acsya.org) and other websites we may operate. The ACSYA Inc. may change this Policy from time to time at the organisation’s sole discretion.

## 2. Collection and Use of Personal Information

2.1 The ACSYA Inc. shall collect personal information by lawful means and, where appropriate, with the knowledge or consent of the individual concerned. Prior to the collection of personal

information, the ACSYA Inc. shall identify the purposes for which the information is being collected.

2.2 The ACSYA Inc. shall collect and use such personal information solely for fulfilling those purposes— as specified by us —and for other ancillary purposes, unless we obtain the consent of the individual concerned or as required by law.

### 3. Types of Personal Information that We May Collect

3.1 While using our websites, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to name, date of birth, address, telephone number, and e-mail address.

### 4. Retention Period of Personal Information

4.1 The ACSYA Inc. will only retain your personal information for as long as it is necessary or as required. We shall remove any personal information from our systems once it is no longer required.

4.2 The length of time personal information will be retained will vary depending on how long we need to process it for, the reason it was collected and in line with any statutory requirements. After this time the data will either be destroyed, or we may retain a secure anonymised record for research and analytical purposes.

### 5. External Websites

5.1 The ACSYA Inc. may publish links to and from various third-party sites. Please note that the ACSYA Inc. will not accept any responsibility or liability should you access these sites. You are strongly encouraged to familiarise yourself with the policies and practices these sites may have before you submit any personal information to third parties.

## 6. Personal Information Access Request

6.1 Request to access your personal information, whether to update or to erase the data we hold, may be submitted to the ACSYA Inc. As part of our obligation for protecting personal information, we may ask that you complete an Information Access Request Form for security and verification purposes.

## 7. Questions?

7.1 Should you have any questions about this Policy, please contact the ACSYA Inc. by e-mail: [info@acsya.org](mailto:info@acsya.org)