

Servas Canada

Traveller Data Privacy Agreement

Host lists and Letters of Introduction (LOI) serve the purpose of allowing Servas members at home and abroad to contact each other individually as defined in the aims of Servas International.

What does Servas Canada use your traveller details for?

Servas Canada retains copies of all Servas Canada LOIs in Canada, to allow:

- contact with Servas Canada travellers in case of emergency or other Servas-related problem
- management of finances
- official correspondence such as invitation to meetings, newsletters, etc.

What does Servas Canada do with your traveller details?

- 1) The interviewer maintains a copy of LOIs that they have approved, for reference purposes as described above.
- 2) The Servas Canada treasurer retains a copy of all Servas Canada LOIs, and enters the financial details into a database located on the treasurer's personal computer, to which only the treasurer has access.

What exactly does everybody who receives a Servas host list undertake to do?

All host lists are the property of Servas Canada. Travellers agree destroy all paper copies of their host lists upon their return to Canada. They also agree to delete all digital copies from their computer files upon their return.

Travellers agree to maintain the privacy of host lists when using shared or public computers, and to delete all traces of the lists from such computers.

Travellers undertake to treat the information contained in the host lists confidentially, not to pass the information to any unauthorised person or institution and to use the information for the purposes described only. This applies to current Servas host lists as well as to all old host lists. Under no circumstances may the lists or extracts from the lists be copied or used for contact to other organisations or persons, for advertising purposes, chain letters, appeals etc. Hosts, travellers and Servas officials are aware that inappropriate use of the host lists and the information in the host lists is not allowed.

After reading this document, the Servas Interviewer and traveller must each initial in the box on the Letter of Introduction, beside the traveller's signature.