

# POLICY DOCUMENT

<b>Policy</b>	<b>#2020-01</b>	<b><i>Privacy Policy</i></b>
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<b>Approval Authority:</b>		<b>Contact / Author:</b>	Jeff Snyder		
<b>Responsible Executive:</b>	2 <sup>nd</sup> Vice President	<b>Date Adopted:</b>	Nov 17, 2020	<b>Date Reviewed:</b>	Nov 17, 2020

## 1. Reason for Policy:

The purpose of this policy is to inform members, potential members, and those in the general community who have disclosed voluntarily their personal information to Bancroft Curling Club of the guidelines the Club will follow regarding the collection, storage, and transmission of such personal information.

Bancroft Curling Club is committed to collecting, using, and disclosing your personal information responsibly and to maintaining the accuracy, confidentiality, and security of such personal information.

Personal information includes information that tells us specifically who you are, such as your address, telephone number and e-mail address. However, publicly available information, such as a public directory listing of your name, address, and telephone number is not considered personal information.

We have adopted the following privacy policy that guides how we collect, use, and disclose personal information. Our intent is to balance our legitimate business interests in collecting, using, and disclosing your personal information against your reasonable expectations of privacy.

## 2. The Policy:

### 1. Definitions

In this policy:

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"Business" means the business of operating the Bancroft Curling Club which includes the Club's Website;

"Membership" means a membership in the Bancroft Curling Club;

"we", "us", "our", and the "Club" refer to the Bancroft Curling Club, located at 63 Newkirk Boulevard, PO Box 1214 Bancroft, Ont. K0L 1C0; and

"Website" refers to the website found at [www.bancroftcurlingclub.ca](http://www.bancroftcurlingclub.ca).

## 2. Collection of Personal Information

Our primary purpose in collecting personal information from you and about you is to ensure the provision of high quality products and/or services. We only collect personal information from and about you that we consider necessary for achieving this purpose and to permit us to conduct the Business diligently.

## 3. Use of Your Personal Information

We may use the personal information we collect from and about you to:

- Ensure the provision of high quality membership services;
- Inform you about online and offline offers, membership services, updates, and events (including expiry and renewal of your Membership);
- Enable us to contact you;
- Establish and maintain communication with you;
- Assist us in complying with legal and regulatory requirements;
- Invoice you for products and/or services;
- Collect unpaid accounts;
- Enable a corporate re-organization, a merger, or acquisition with another entity; and
- Provide you with information concerning the business operation of the Club.

We may also use your personal information as may be described to you at the time of collection. We may compare and review your personal information for errors and omissions and for accuracy. If you choose to provide us with your financial information, we may use your address and financial information to bill you and to provide associated

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support. We may use personal information about you, in a non-personally identifiable manner, to improve our marketing and promotional efforts, to analyze Memberships, to improve our content and product offerings, and to customize our Website's content, layout, and services. These uses are to enable us to improve the Business and to better tailor the Business to meet your needs.

#### 4. Disclosure of Personal Information

As a matter of policy, we do not sell, rent, or lease any of your personal information to third parties without your explicit consent. However, there are a variety of circumstances where we may need to disclose some of your personal information, including the following:

- We may aggregate personal information and disclose such information in a non-personally identifiable manner to advertisers and other third parties for marketing and promotional purposes;
- We may disclose your personal information to an individual who, in our reasonable judgement, is seeking the information as your agent. For example, we may provide your personal information to your legal representative if we are satisfied that the individual is requesting the information on your behalf; and
- We may disclose your personal information as may be required by law.

#### 5. Control of Your Password

You are responsible for all actions taken with any user ID and/or password used to access the Website. Therefore, we recommend that you not disclose your password to any third parties. If you choose to share your user ID, your password, or your personal information with a third party, you are responsible for all actions resulting therefrom. If you lose control of your password, you may lose substantial control over certain personal information. Therefore, if your password has been compromised for any reason, you should immediately change your password.

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## 6. Access, Review, Change, and Destruction of Your Personal Information

You may access, review, and/or change the personal information we have in our files by submitting a written request to do so to our Privacy Information Officer at the address below. We ask that you promptly advise us of any changes to your information. Upon your written request, we will destroy, as soon as reasonably possible and in accordance with our internal policies and applicable law, any and all personal information that we have in our files about you. Notwithstanding the foregoing, we will retain in our files some personal information in order to enable us to collect any unpaid accounts and/or as may be required by law.

## 7. Other Information Collectors

Except as otherwise expressly included in this Privacy Policy, this document only addresses the collection, use, and disclosure of personal information we collect from and about you. To the extent that you disclose your personal information to other parties, different rules may apply to their collection, use, or disclosure of such personal information. Since we do not control the privacy policies of third parties, you are subject to the privacy policies of such third parties.

## 8. Protecting Your Privacy

The personal information that is retained by us is kept in a secure environment and we use reasonable procedural and technical safeguards to protect your personal information against loss, theft, and unauthorized access or disclosure. While we employ many different security techniques to protect such data from unauthorized access by users inside and outside the Club, we cannot ensure perfect security, particularly in relation to the Website.

## 9. Amendments to This Policy

We may amend this Privacy Policy at any time by mailing (including regular mail and email) any amended terms to you or by posting the amended terms on the Website or at the Bancroft Curling Club (63 Newkirk Blvd. PO Box 1214, Bancroft, ON). All amended terms shall automatically be effective five days (5) days after mailing or on the date of posting.

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## 10. Privacy Information Officer Access, Questions, or Concerns

The Privacy Information Officer for the Club is the 2<sup>nd</sup> Vice President.

If you wish to access, review and/or change your personal information contained in our files or if you have any questions or concerns about our privacy principles outlines above or about our practices, please contact us at:

The Bancroft Curling Club  
63 Newkirk Blvd. PO Box 1214  
Bancroft, Ontario  
Canada  
K0L 1C0

Phone: 613-332-3767

Email: [info@bancroftcurlingclub.ca](mailto:info@bancroftcurlingclub.ca)

(BCC Uses Calibri Font size 12 for everything - except header which is to be 14 font)