

# **PRIVACY POLICY**

## **LAC DESCHENES SAILING CLUB (LDSC)**

### **In accordance with The Information Protection and Electronic Documents Act (Canada) - PIPEDA**

The Personal Information Protection and Electronic Documents Act (Canada) or PIPEDA requires organizations to comply with new privacy legislation. Your privacy is important to the Lac Deschenes Sailing Club (LDSC). We are committed to meeting the privacy, accuracy and security of the personal information of every member.

The purpose of this policy is to tell you what personal information we collect about you, how we use it, whether we disclose it to anyone else, how you can request certain personal information not be released and how you can request access to your personal information. Our intent is to balance the efficient and diligent operation of our club against your reasonable expectations of privacy.

**The Privacy Information Officer** for the LDSC will be the Membership Director of the Board of Directors. All questions or concerns about the Privacy Policy should be directed to this person in writing. This policy will be posted in the Club and be on the Web site.

**Purpose of Collection and Use of Information:** We require your personal information to establish and provide administration and delivery of the club's programs. We only collect personal information from and about you that we consider necessary for achieving this purpose and to permit us to appropriately conduct the business of the LDSC. Your information will also be used to enable us to contact you whenever necessary to ensure your awareness of club activities, policies or services provided and in case of emergency. We may use personal information about you, in a non-personally identifiable manner, to improve our promotional efforts, analyze memberships, improve our services, and to customize our Web site's content, layout and services. These uses are to enable us to improve the operation of the Club and to better meet your needs.

**Members' name, phone number, address and e-mail address** are required for general business use and communication by mail and email. As such they are published in the annual Membership Directory, and on our website which is accessible only via a password. Furthermore, we may retain the names of all club members in each year for historical purposes. LDSC may post the names and in some cases photographs of members inside the club house and from time to time may also post these on the web site and in external publications.

**Youth Members:** Parents' names, emergency contacts, age and relative medical information are required in addition to basic member information described above. All of this information is required for the safety and well-being of the youth members. It will be retained by the Membership Director and the Youth Sailing Coordinator.

**Club Events:** In events open to both Club Members and participants from outside the Club, we may collect personal information such as name, address, phone number and e-mail address of entrants or in the case of Youth events additional personal information such as Parents' names, emergency contacts, age and relative medical information. The information will be collected and used only to permit the individual to participate in the specific event and will not be used for any other purpose.

**Contractors** are required to provide their name, address, phone number, e-mail address (and at times business references) to the Board of Directors in order to conduct general business and to meet any legal obligations. Files and contracts may be kept indefinitely.

**On-Line Privacy Concerns:** Organizers of events and Board or committee members may have their personal information on the LDSC Web site in addition to the password-protected on-line members' directory. Members may also have their names listed on the Duty and Social Rosters on the password-protected on-line Members area of the LDSC Web site.

**Disclosure of Personal Information:** LDSC will not share your personal information with third parties except for such local, provincial and national associations of which LDSC is a member. We may also disclose your personal information where we are required to do so by law.

**Access, Review, Change and Destruction of Your Personal Information** can be done by submitting a written request to do so to our Privacy Information Officer. We ask that you promptly advise us of any changes to your information. Upon resignation from the Club and if requested by you, we will destroy as soon as reasonably possible any and all personal information that we have in our files about you, except for information required to enable us to collect any unpaid account and/or as may be required by law.

**Withholding Consent:** Members may request, in writing or by e-mail that their personal information not be published or disclosed beyond the minimum which would be required to enable the member to participate fully in the club. This includes, for example, the right to opt out of having any part of your information published in the Membership Directory, or for having your name and photo published for awards achieved.

**Protecting Your Privacy:** We use all reasonable procedural and technical safeguards to protect the personal information that is collected and retained by us 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 insure perfect security, particularly in relation to the Web site.

**Amendments to This Policy:** We may amend this Privacy Policy at any time and any such amendments must be approved by the Board of Directors of the LDSC. All amended terms shall automatically be effective upon notification of the membership of such changes and the posting of the changes in the Club and on the Web site.