

## **Penetanguishene Curling Club Commitment to Privacy**

The new legislation – Personal Information Protection & Electronic Data Act – will impact the personal information Penetanguishene Curling club collects in the course of providing membership services to you. You can be assured that we will only collect, use and disclose such personal information in such a manner that a reasonable person would consider appropriate in the circumstances.

Our designated Privacy Officer is Gordon Mink. The duties are to oversee our privacy policy and to respond to your concerns or questions about privacy and confidentiality. He/she may be reached by calling 705-549-8981 or via email - [penetangcc@bellnet.ca](mailto:penetangcc@bellnet.ca) .

### *Why do we collect personal information?*

As a member we need to collect some personal information to serve you better. Common purposes for which we collect personal information are to :

- Enable us to stay in contact with you for bulletins, statements and to assist you with you membership needs.
- Create membership demographics to better serve our membership with new services.
- Create a membership roster and membership email list.
- Archival records.

### *What personal information do we collect?*

Personal information is information that identifies you as an individual member and relates specifically to you. Depending on the purpose(s) for which we need to collect it, we may ask for the following personal information about you including:

- Basic information such as your name, address, telephone and fax numbers, email address, birth date and marital status.
- Credit and past payment records.
- Employment information.

### *Who do we disclose your personal information to?*

We may need to share your personal information with others in order to serve your needs. These other parties commonly include:

- Curling Organizations (e.g. Canadian Curling Association, Ontario Curling Association)

### *How do we protect your personal information?*

In order to protect your personal information and right to privacy we will:

- Not collect, use or disclose your personal information for any purpose other than those that we identify to you.
- Keep your personal information only for as long as we need it to fulfill the stated purpose or as required by law.
- Maintain your personal information in as accurate, complete and up-to-date form as possible.

- Safeguard your personal information to the best of our ability.
- Respond to any request you may make to access or correct the personal information we hold about you.
- Obtain the appropriate consent from you for the collection, use or disclosure of your personal information.

*CONSENT*

We may obtain your express consent or we may determine that consent has been implied by the circumstances:

- We might ask for your express consent in writing, for example in a signed consent or application form.
- We may ask for your express consent in person or over the phone.
- We may determine that by membership in the Penetanguishene Curling Club, your consent has been implied for us to deal with your personal information in a reasonable manner.

There are also legal exceptions in which we will not need to obtain your consent or explain the purposes for the collection, use or disclosure of your personal information. For example, this could apply when there is an emergency situation, or if it is necessary for your protection or ours.

**You can control how we handle your personal information.**

We want you to know that you do have choices in this matter. You could refuse to allow us to obtain, use or share your personal information or you could withdraw a previously given consent at any time. However by doing that, depending on the situation, you may be limiting or even preventing our ability to provide member services. For example, if you do not provide a mailing address for membership purposes, it is unlikely that we will be able to provide you with membership.

If you have any questions regarding our privacy policy we would be happy to speak with you.

*Privacy Consent Form*

All members must complete this form and return it to our Club Privacy Officer \_\_\_\_\_ or to the club office.

Name: _____	Date: _____
<p>I consent to the Penetanguishene Curling Club to continue to use my personal information for the purposes related to my membership. I understand that if I would ever like to change my consent I must advise the Privacy Officer in writing at The Penetanguishene Curling Club.</p>	
Signature: _____	