



MACC Privacy Policy

This policy prescribes how the personal information of Marmora and Area Curling Club members is collected, used and disclosed in a manner that recognizes: the right of privacy of individuals with respect to their personal information; and the need of the Club to collect, use or disclose personal information in the course of its activities. The policy also restricts the use and disclosure of personal information collected from non-members.

Purpose / Rationale:

The Club has a legal, moral and ethical duty to respect the right of privacy of its members and of non-members from whom it collects personal information.

Definitions:

Club means the Marmora and Area Curling Club.

Personal information means information about an identifiable individual.

Members are individuals who have registered and joined the Club and include its directors and officers.

Applicable Procedures:

1) Accountability

- a) The Privacy Officer for the Club is the Membership Director. He/she shall oversee the Club's compliance with its privacy policy and procedures.

2) Identifying Purposes

- a) The Club may collect personal information from members and potential members. The personal information will only be used for meeting and maintaining the highest standards related to the Club and its activities and programs. The Club will use personal information for purposes that include, but are not limited to:
 - b) inform you about membership services, updates concerning business operations, other updates and events (including expiry and renewal of your Membership);
 - c) determine Membership level, league eligibility and team assignment
 - d) tracking volunteer interests and contributions
 - e) listing team members, event registrations and volunteer roles (both in the club and within the Member Area of the website)
 - f) allowing registered members to contact you via the Member Area of the website for the purposes of filling team or league openings and to communicate with teams (email



addresses will not be exposed. Phone numbers are only presented during direct member search)

- g) invoice you for products and/or services including equipment, apparel, and collection of unpaid accounts;
- h) in case of medical emergency
- i) other purposes deemed necessary by the Club's Privacy Officer including complying with legal and regulatory requirements;
- j) use of photographs and videos that may contain your image at the club and for internal messaging including private member pages on the website. Explicit permission will be gained for any external use of photographs or videos (e.g. Facebook or public website messages)

3) Consent

- a) The Club will obtain consent by lawful means from members at the time of collection and prior to the use or disclosure of the applicable personal information. Normally, members will give consent by acknowledging the Club's privacy policy when completing the Club's registration form.
- b) A member may withdraw consent in writing at any time, subject to legal or contractual restrictions and reasonable notice. The Club shall inform the member of the implications of such withdrawal.

4) Limiting Collection, Use, Disclosure and Retention

- a) The collection of personal information shall be limited to that which is necessary for the purposes identified above. Information shall be collected by fair and lawful means.
- b) Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the member or as required by law. In no instances shall personal information be given or sold to third parties for commercial purposes.
- c) Personal information will be retained as long as reasonably necessary to enable participation in the Club, to maintain accurate historical records, and/or as may be required by law.
- d) Personal information that is no longer required to fulfil the identified purposes shall be destroyed. Paper documents will be destroyed, and electronic files will be deleted in their entirety.

5) Safeguards

- a) Personal information shall be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.
- b) The methods of protection will include, but are not limited to:
 - i) organizational measures – access will be limited on a “need-to-know” basis
 - ii) physical measures – paper documents containing personal information will be stored away from public view



iii) technological measures – group electronic correspondence will not identify individual recipients except with their explicit consent; access to documents stored in the “cloud” will be controlled electronically.

6) Openness

a) The Club shall advise all members of its privacy policy and procedures and make readily available to members specific information about these policies and practices relating to the management of personal information.

7) Individual Access, Questions or Concerns

a) Upon contacting the Privacy Officer, a member may access, review and/or change his/her personal information in the Club files. In addition, upon a member’s written request, the Club will destroy, as soon as reasonably possible and in accordance with applicable law, any and all personal information pertaining to the requesting member that is in the Club files. Notwithstanding the foregoing, the Club will retain on file any personal information that is needed to collect any unpaid accounts.

b) The Privacy Officer can be contacted at:

The Marmora and Area Curling Club
P.O. Box 364
Marmora, ON, K0K 2M0
membership@marmoracurlingclub.com

8) Non-members

a) The Club may also collect personal information from non-members who use its services and facilities, participate in program and activities, and/or contribute to fund-raising activities. The Club shall not use or disclose this personal information other than for its intended purpose, unless individual consent is given.