

ARNPRIOR CURLING CLUB PRIVACY POLICY

At the Arnprior Curling Club, we are 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 about our members and prospective members. Our intent is to balance our legitimate business interests in collecting, using, and disclosing your personal information against your reasonable expectations of privacy.

1. Definitions In this policy:

- a. "Business" means the business of operating the Arnprior Curling Club, which includes the Web site;
- b. "Membership" means a membership in the Arnprior Curling Club;
- c. "we", "us", "our" and the "Club" refer to the Arnprior Curling Club, located at 15 Galvin Street, Arnprior, Ontario K7S 3H6, and/or www.arnprior.ovca.com;
- d. "Web site" refers to the web site found at www.arnprior.ovca.com;
- e.

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:

- a. ensure the provision of high quality products and/or services;
- b. inform you about online and offline offers, products, services, updates and events (including expiry and renewal of your Membership);
- c. enable us to contact you;
- d. establish and maintain communication with you;
- e. assist us in complying with legal and regulatory requirements;
- f. invoice you for products and/or services;
- g. collect unpaid accounts; or
- h. enable a corporate re-organization, a merger, or acquisition with another entity or a sale of the Business.

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 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 Web site'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:

- a. 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.
- b. We may disclose your personal information as may be required by law or in the event of injury or other harm incurred while at the Arnprior Curling Club.
- c. 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.

5. Control

Access to the information stored at the Arnprior Curling Club is limited to those members of the club occupying positions on the Board of Directors. Strict control over keys is employed. Only certain keys can access the office. Control over printed documents and those files held on personal computers at the home of a Board Member are also employed. For the purposes of special events and the planning of them, access to member lists may be shared with delegated volunteers as call 2 programs form one method of member communication and awareness. Your personal information is mainly held within a smaller group of the Board comprising the President, Vice-President, Membership Director, Treasurer and Match Director.

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 company, we cannot ensure perfect security, particularly in relation to the Web site.

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 Web site or at www.arnprior.ovca.com. All amended terms shall automatically be effective five days (5) days after mailing or on the date of posting.

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

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 Don Palmer, President at: Arnprior Curling Club, 15 Galvin Street, Arnprior, Ontario, K7S 3H6 Telephone: (613) 623-5682

Member's Consent:

I have read and understood the above Privacy Policy and I hereby consent to the collection, use and disclosure of my personal information by Arnprior Curling Club in accordance with the above Privacy Policy.

Member Name (please print): _____

Member Signature: _____

Date: _____

NOTE: *There are no guarantees that this form of Privacy Policy automatically lends itself to the needs and requirements of every individual club within the membership of the Canadian Curling Association. The use of this form should not automatically be regarded as resulting in full compliance with all statutes affecting the collection, use, and/or disclosure of personal information throughout Canada.*

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