

Privacy Policy Trakkers Cross Country Ski Club

Privacy of personal information is an important principle to Trakkers Cross Country Ski Club. We are committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the services we provide to club members. We try to be open and transparent as to how we handle personal information. This document describes Trakkers' privacy policies and practices.

What is personal information?

Personal information is information about an identifiable individual. Personal information, for our club's purposes, includes information that relates to an individual's gender, name, home address, phone number and email address.

Why do we collect personal information?

Trakkers collects your personal information in order to:

- Maintain a list of active club members;
- Comply with requirements of Cross Country Canada and our Insurance Company;
- Send out communications (e.g., newsletter, President's broadcast) about club activities (e.g., AGM and annual dinner), as well as updates on Sunday Trips destinations;
- Contact members re: queries and account balance (i.e., missed trips fee);
- Compile long service awards;
- Follow up on offers to volunteer; and,
- Compile statistics on club usage.

How do we obtain consent?

Trakkers obtains your consent to collect, use and/or disclose personal information through our membership form.

How do we protect, retain and destroy personal information?

We restrict access – the Trakkers volunteer Board of Directors are the sole collectors and users of your personal information.

How do we store personal information?

All membership and financial information is stored in database format as part of the Trakkers' web site. This information is protected through the use of user IDs, passwords, and firewalls.

Trakkers membership information is available to all Board Directors during the course of their tenure, and is also provided to Cross Country Canada and our Insurance Company, as required.

Additional information / formats of information are held by Trakkers Board of Directors members, as follows:

- *Membership Coordinator retains:*
 - Print membership applications, kept in a locked filing cabinet;
- *Sunday Trips Coordinator retains:*
 - Print guest waivers and accident reports, kept in a locked filing cabinet;
- *Weekend Trips Coordinator retains:*
 - Print applications for weekend trips, kept in a locked filing cabinet;
- *Long Service Awards Coordinator retains:*
 - Names (first, last only) and dates of past membership are kept in Excel, with password protection.

How do we retain / destroy personal information?

Trakkers uses appropriate security measures when retaining and destroying personal information, such as destroying paper files by shredding, deleting stored electronic information and disposal of old equipment:

- *Membership information:* Current and previous year's membership information is retained (both in paper and online formats). Earlier years' information is shredded or deleted;
- *Sunday Trips information:* Accident reports, and any associated members' waiver forms, are kept for 5 years by the Sunday Trips Coordinator, according to the requirements of Cross Country Canada and our Insurance Company;
- *Weekend Trips:* Current and previous year's weekend trips information is retained (paper format). Earlier years' information is shredded; and,
- *Long Service Awards:* Names (first, last) and dates of past membership are kept in Excel, with password protection.

Trakkers will continue to review and update our security policies and controls as technology changes to ensure ongoing personal information security.

Are there any circumstances when my personal information can be used without my consent?

Trakkers may collect, use or disclose personal information without a member's knowledge or consent only in the following limited circumstances:

- When the collection, use or disclosure of personal information is permitted or required by law;
- In an emergency that threatens an individual's life, health, or personal security;

- When the personal information is available from a public source (e.g., a telephone directory);
- When we require legal advice from a lawyer;
- For the purposes of collecting a debt;
- To protect ourselves from fraud; and,
- To investigate an anticipated breach of an agreement or a contravention of law.

Questions?

Trakkers' Membership Coordinator is the club's Privacy Officer and can be reached at membership@trakkers.ca.

This policy is made under the federal *Personal Information Protection and Electronic Documents Act*, which contains additional exceptions to the privacy principles that are too detailed to set out here.

The Information and Privacy Commissioner can be reached at 1-800-282-1376 or <http://www.priv.gc.ca>.