



Gibsons Paddle Club Privacy Policy

Gibsons Paddle Club is committed to maintaining the confidentiality and privacy of our member's personal information. The Gibsons Paddle Club Privacy Policy has been developed in compliance with the British Columbia Personal Information Protection Act.

What Personal Information do we collect?

We collect personal information in order to maintain our membership database, and provide our members access to the equipment / services they are registered for. Personal information is any information that members provide to us and that identifies them as an individual, including name, address, phone number, email address and birth year. When we request personal information, members will be given the opportunity to opt-out of providing us with information that is not essential to their relationship with us.

How do we use Personal Information?

We need basic personal information about our members in order to register them as a member, collect applicable fees, send notices of Club events/practices, provide required notice of the Annual General meeting and any proposed bylaw/policy changes, and as a volunteer driven Club to notify them of opportunities to volunteer.

When personal information that has been collected is to be used for a purpose not previously identified, the new purpose shall be identified prior to use and consent for same shall be obtained unless the use is authorized or required by law.

We will send communications to members with information, including, but not limited to information about safety requirements, care / maintenance of equipment, training opportunities, etc. We will obtain our member's consent prior to posting their contact information on the password protected member site on the internet, which facilitates communication between Club members.

How do we maintain accuracy and protect Personal Information?

We are committed to maintaining the accuracy of our member's personal information for as long as it is being used for the purposes we have identified. To help keep our member's personal information up to date we encourage them to notify us of any changes, which will be made to our member's records once we are made aware of them. Will honour requests members may make for access to their personal information or the correction of their personal information, subject to exceptions permitted by law.

The Gibsons Paddle Club Executive / membership officer is responsible for maintaining the confidentiality of personal information to which they have access. We endeavor to maintain adequate physical, procedural and electronic security with respect to information storage so as to prevent unauthorized access, use, or disclosure of our member's personal information.

Member's personal information (membership registration forms) is stored in a secure location at the membership officer's home. Executive members/membership officer storing personal information electronically will maintain electronic security measures to prevent unauthorized access.

Retention of Personal Information

The Gibsons Paddle Club will only keep personal information for as long as we need it in order to meet the purposes for which it was collected, or as required by law. When personal information is no longer required paper records will be shredded before disposal and electronic records will be deleted.

What Choices do our members have?

Members can refuse or withdraw their consent to the collection, use, or disclosure of their personal information at any time by contacting membership@gibsonspaddleclub.ca. The refusal or withdrawal of some information may affect our ability to register the individual as a member of the Gibsons Paddle Club and provide them access to Club equipment / services.

Questions?

We take our responsibility to respect and protect our member's personal information seriously.

If members have any questions about our privacy policy and practices they may contact:

membership@gibsonspaddleclub.ca