

## Privacy Statement and Personal Information Protection

This statement is made pursuant to the *Personal Information Protection Act* (British Columbia) (the “Act”).

### Why we collect and use personal information

The Squamish Paddling Club (the “SPC”) collects and uses personal information for the following purposes:

- to ensure that participants in club programs and events are covered by insurance provided by third parties;
- to ensure that participants are entered in appropriate age groups and competition levels;
- to enable efficient communications with members and the public;
- to inform members and the public about upcoming events and activities;
- to apply for grants, sponsorships and other programs;
- to manage, develop and improve our programs and events for the benefit of members and other participants;
- to meet legal and regulatory requirements; and
- to use personal information as otherwise allowed by the Act.

### When we disclose personal information

There are a variety of circumstances where we may disclose your personal information. Here are some examples:

- in connection with applications for sponsorships, grants or other programs;
- in connection with the club’s membership in provincial, national or other sport or community organizations;
- we may provide information about participants’ athletic performances and awards on our website or to the media;
- in conjunction with events or programs we may disclose personal information to event organizers, our program partners, or those responsible for administering such events or programs; and
- we may disclose personal information as otherwise allowed by the Act.

### How we protect your personal information

In order to protect your personal information and your right to privacy, the SPC:

- will not collect, use or disclose personal information for any purpose other than those identified above;
- will protect the confidentiality of your personal information when dealing with other organizations;
- will honour any request you may make for access to your personal information; and
- will appoint one or more individuals as Privacy Officer to ensure that the club complies with the Act.

## Privacy Officer

If you have any questions or concerns about our privacy practices, please contact the Privacy Officer at [privacy@squamishpaddlingclub.com](mailto:privacy@squamishpaddlingclub.com), otherwise we will assume that we have your consent to continue to collect, use and disclose your personal information for the purposes identified above. You may opt-out of any use or disclosure of your personal information by contacting the Privacy Officer.

## Complaint Process

The individual responsible for receiving complaints about our privacy practices is the Privacy Officer. All complaints should be sent by email, stating the circumstances complained of and providing contact information for the complainant.

The Privacy Officer will:

- promptly inform the President of the complaint;
- investigate the circumstances of the complaint;
- within 30 days report to the President and to the Complainant as to the validity of the complaint; and
- if the Privacy Officer believes there is any validity to the complaint, report to the President as to what, if anything, should be done to prevent further breaches of the Act.

The Board shall promptly consider the report and recommendations of the Privacy Officer. The Complainant shall be informed of the time and place of the Board meeting and shall be given an opportunity to address the Board. The Board may conclude its consideration of the complaint and the report and recommendations of the Privacy Officer in private.

The Board will make the final determination regarding the validity of the complaint and what corrective action, if any, should be taken. Particulars of the complaint and the decision of the Board shall be included in the minutes of the board meeting.

The President will promptly inform the complainant of the decision of the Board as to the validity of the complaint and as to the corrective action, if any, authorized by the Board. The complainant shall be deemed to accept and approve the decision of the Board unless the complainant shall give written notice to the Privacy Officer to the contrary within 30 days after being informed of the decision.