

VCKC Privacy Policy 2023

Victoria Canoe and Kayak Club (The Society) is committed to protecting the privacy and security of personal information held about its members. Our purpose is to assure anyone who registers with us that the Society complies with BC's *Personal Information and Privacy Act* (PIPA) and Canada's Anti-Spam Legislation. This policy explains how we collect, use, disclose and safeguard personal information.

DEFINITION OF PERSONAL INFORMATION

Personal information is any information that is identifiable to you as an individual. This may include, but is not limited to, your name, gender, age, date of birth, language of correspondence, mailing address, telephone number, fax number, email address, and membership in an organization. Personal information does not include publicly available information about you.

COLLECTION OF INFORMATION

The Society only collects personal information from person who create a profile with The Society, such as members, or non-members registered to participate in an initial "try-it" activity session.

This information is collected by a variety of methods, including email, online, or in-person.

USE OF INFORMATION

The Society uses personal information to better serve our members. This includes using the information:

- To deliver services to provide information about club events and membership.
- For internal audit purposes

The Society is committed to using personal information in a respectful and useful way. The Society is also committed to making sure members do not receive more than a reasonable number of emails.

DISCLOSURE OF INFORMATION

The Society treats its obligations with respect to the use and disclosure of personal information very seriously. Generally, we will only use or disclose personal information for the primary purpose that it was collected or for a purpose related to the primary purpose that you would reasonably expect it to be used. The Society will not sell or rent your personal information. The Society will not share your personal information, unless required to do so per the BC Societies Act. If required to share your information, per the BC Societies Act, only the following member information would be shared (or in the case of a Family Membership, the same information for the Family Bundle Administrator, ie, the designated point of contact for that Family Membership):

- First Name
- Last Name
- Main Phone Number

STORAGE OF INFORMATION

Personal information is stored in our database(s) on a secure server. Only authorized Society personnel have access to this information. The Society uses personal information to better serve our members.

ONLINE PRIVACY

The Society is committed to protecting the privacy of those who use our website. The Society does not collect any personal information about individuals browsing our website.

The Society's website uses Google Analytics to track usage of our website for reporting and evaluation purposes. Google Analytics uses first-party cookies to report on user interactions on Google Analytics customers' websites. These cookies are used to store non-personally identifiable information. Browsers do not share first-party cookies across domains. For further information on the privacy policy concerning Google Analytics, please see <https://policies.google.com/privacy?hl=en-US>.

ACCOUNTABILITY

The Society does its best to ensure that all information is recorded accurately. If your personal information changes, please log into your membership profile on our website and update it accordingly.

If you do not wish to receive club emails, please set up your online membership profile preferences accordingly.

If you have any questions about the Society's privacy policy or concerns about the way that your information is being used, please contact us at president@vckc.ca