

Curling Alberta Privacy Policy

Curling Alberta is committed to safeguarding the personal information entrusted to us by our members. We manage your personal information in accordance with Alberta's Personal Information Protection Act (PIPA) and other laws such as the Personal Information and Protection of Electronic Documents Act (PIPEDA), when applicable. Personal information collection is necessary to ensure the ongoing provision of services to our member facilities and their curlers.

This Privacy Policy will detail Curling Alberta's practices and principles that will be followed to protect the personal data of our membership.

Scope of the Policy

This Privacy Policy applies to Curling Alberta and to any person providing services on our behalf. A copy of this policy is published on the organization's website and provided to any member or curler on request. Some key terms used in the Privacy Policy are defined below:

Personal Information – this means information identifiable to any person, including, but not limited to, information that relates to a person's age, birth date, sex, home address, telephone number/s, medical information, etc. In addition, personal information includes membership details such as role, club affiliation, criminal record checks, and other demographic information.

Privacy Officer – Curling Alberta will appoint a member of staff to act as the Privacy Officer. This person will be responsible to ensure that Curling Alberta complies with this policy and all applicable legislation.

Collection of Personal Information

Unless the reason for collecting personal information is obvious and the individual provides their personal data for that purpose, Curling Alberta will communicate the purposes for which data is being collected either orally or in writing, before or at the time of collection. Curling Alberta may collect data directly from curlers or indirectly from a member curling club with consent or as authorized by law.

Curling Alberta will collect only the personal data necessary to fulfil the following purposes:

- To inform curlers of Curling Alberta programs, benefits, services, and fundraising opportunities (e.g.- online raffles)
- To deliver requested products or services
- To maintain participant and member lists and to administer related benefits
- To register participants in Curling Alberta courses, programs, competitions, or events
- To maintain emergency contact information for program participants
- To fulfill grant reporting requirements
- To track participation, guide planning, and inform advocacy efforts to demonstrate social value and community impact
- Newsletter distribution
- To provide to Curling Canada for use pursuant to Curling Canada's Privacy Policy

Using and Disclosing Personal Information

Curling Alberta will only use or disclose information for the purposes identified above or for a purpose identified at the time of collection.

We will not use or disclose an individual's information for any additional purposes unless consent is obtained to do so.

Curling Alberta will not sell membership lists to any third parties.

Consent

Consent will be obtained to collect, use, or disclose personal information except in the following limited circumstances:

- In an emergency that threatens an individual's health, life, or personal security
- When the personal information is publicly available (such as phone numbers in a directory)
- When the collection, use or disclosure of personal information is permitted or required by law
- When we require legal advice from a lawyer

Consent may be provided in writing, electronically or orally (either in person or over the telephone).

In cases that do not involve sensitive information we may rely on "opt-out" consent. Consent may be implied where an individual is given notice and reasonable opportunity to opt-out of their personal information being used for mail-outs, the marketing of new services or products or fundraising and the individual does not opt-out.

Curling Alberta assumes consent to use, and where applicable, disclose personal information that we have already collected, for the purpose for which the information was collected.

An individual member may withdraw consent to the use and disclosure of personal information at any time unless personal information is necessary for Curling Alberta to fulfill its legal obligations.

Business contact information and other information that is publicly available is exempt from this policy as this type of information is not considered personal information and may be collected, used, and disclosed without consent.

Storing, Securing and Maintaining Accuracy of personal Information

We are committed to ensuring the security of the personal information provided to us by our members. We protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure, or modification of personal information, as well as any unauthorized access to personal information.

We will protect personal information using a range of measures which include:

- Shredding paper records and permanently deleting electronic records
- Locking filing cabinets
- Performing employee security clearances and restricted "need to know" access
- The use of passwords on all Curling Alberta computers
- Use of intrusion detection software
- Continually reviewing and updating our security policies as technology changes

Curling Alberta will retain personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

We will make a reasonable effort to ensure that personal information is complete and accurate. An individual may request access to or correction of their personal data by contacting Curling Alberta's Privacy Officer listed at the end of this document. The individual must provide sufficient information in their request to allow us to identify the information being sought. All requested personal information will be made available within 30 days.

Questions and Complaints

The Privacy Officer is responsible for ensuring Curling Alberta complies with this policy and all applicable privacy laws.

If an individual member has a question or concern about any collection, use or disclosure of personal information by Curling Alberta, or about a request for access to their own personal information, please contact our Privacy Officer:

Curling Alberta Privacy Officer

11759 Groat Road

Edmonton, AB T5M 3K6

Phone 403-461-5498

Email: info@curlingalberta.ca Subject Heading "Privacy Officer"