



PRIVACY POLICY

Adopted by CCC Board: March 2019

Background

The Cobourg Cycling Club (CCC) recognizes individuals' rights to privacy with respect to their personal information. This Policy is based on the standards required by the Personal Information Protection and Electronic Documents Act (PIPEDA) as interpreted by the CCC which applies to all not-for-profit sport organizations in Canada.

This privacy policy is applicable to our Members, Customers, Community Partners, Donors, Volunteers and visitors to the Club website.

Accountability

The CCC President and Vice-President are designated as the CCC's Privacy Officers

Privacy Officer Responsibilities include:

- Documentation of uses of personal information
- Training the CCC Executive and Board in correct practices
- Compliance monitoring
- Reporting and dispute resolution

The CCC is responsible for the protection of your personal information collected through our membership program, program activities and website.

Identifying Purposes for Data Collection

The CCC will:

- provide a statement to explain the purpose(s) for the collection of your personal information wherever possible, before we ask you to disclose it.
- collect personal data when you make use of or register for our programs and services, in order to better meet your program, service and information needs.
- collect personal information in order to refer you to enhanced services, or to satisfy legal, government and regulatory obligations.
- not sell collected personal information.
- not disclose your personal information to anyone else without your prior knowledge or consent, except when required by a government body or agency, or as permitted by law.

- not misuse your contact information. You may hear from the CCC about important information concerning the CCC's programs, services or events for which you are registered. You may also hear from the CCC about other CCC programs and services that may interest and benefit you or we may ask you for feedback about the services you have already received as part of our quality assurance commitment.

If you do not wish to receive information about CCC programs, services or opportunities, please notify the CCC's Privacy Officer via email through the CCC's website, www.Cobourgcyclingclub.com, under the section "Contact Us".

Use of CCC Website

All members and the public may access the CCC website home page and browse without disclosing personal data.

Any personal information that site visitors voluntarily choose to provide in order to receive free electronic newsletters, participate in periodic polls and surveys and/or to complete any of our online application forms IS NOT shared with third parties unless stated otherwise.

Use of Cookies

A cookie is a small text file containing a unique identification number that is transferred from a website to the hard drive of your computer so that the website may identify separate visitors to the site and track users' activities on the website.

A cookie will not let a website know any personally identifiable information about you, such as your real name and address.

Cookies are only used to track page popularity for statistical purposes and to improve the quality of the site and meet your needs. (For more information on cookies, please check your browser's settings.)

Links on our Website

The CCC assumes no responsibility for the information practices of sites you are able to access through our site.

The CCC encourages users to review each site's privacy policy before disclosing any personally identifiable information.

Control of Your Forum Password

Members may choose to use the CCC's Website Forum, and are responsible for all actions taken with any assigned user ID and/or password used to access the website forum.

Members are expected to protect their access codes, and not disclose this to any third parties. Members choosing to share their user ID and/or password, or your personal information with a third party, you are responsible for all resulting actions.

Consent & Disclosure

The only personal information that the CCC collects is with prior knowledge and consent.

Members can choose not to disclose any personal information we may ask you to provide.

However, a decision to withhold some personal information can result in the inability to provide services.

Members can withdraw consent to the collection, use or disclosure of your personal information at any time, subject to any legal requirements and reasonable notice.

Limiting Collection

The amount and type of information that the CCC collects is limited only to that which is necessary to fulfill the purposes identified.

Personal information will be collected using procedures which are fair, transparent and lawful. Members can choose to disclose as much or as little personal information as they are comfortable with, however a decision to withhold some personal information can prevent the CCC from providing services.

Limiting Use, Disclosure and Retention

The CCC will use personal information only for the purposes for which it was collected.

Member information will not be disclosed without your consent, unless permitted or required by law.

Personal information will be retained only as long as necessary to fulfill the purposes for which it was collected, and in compliance with any laws surrounding information retention.

If all identified purposes for the use of your personal information have been exhausted, CCC will destroy the information or render it unidentifiable.