



## **DRSSC PRIVACY POLICY**

Deep River Shoreline Sports Club (DRSSC) is committed to protecting the privacy and security of personal information held about its' employees, members, volunteers, and guests. Our purpose is to assure anyone who engages with us, that DRSSC complies with Ontario'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 in your capacity as a volunteer or employee of an organization such as your name, job title, work mailing address, work email address, work fax number, or work telephone number.

### **COLLECTION OF INFORMATION**

DRSSC only collects personal information from:

- Employees
- Members
- Volunteers
- Visitors & Guests
- Donors
- Others who have shown an interest in DRSSC

This information can be collected by a variety of methods: employee applications/contracts, membership purchases, day passes, participation in events, volunteer sign-up forms, police reports, mail, email, social media, phone, fax, online, or in-person.

#### **Employee records and Police Check Reports**

This information can contain sensitive information and is handled by a designated and responsible person within the Club. Information provided in these records / reports is strictly confidential and will only be brought to the attention of the Committee when the report content requires some action.

### **USE OF INFORMATION**

DRSSC uses personal information to better serve our members and community, and to expand our services and support. This includes using the information:

- To deliver services / provide information about events, activities, memberships and donations
- To send invitations to special events
- To sell memberships, event participation, tickets and/or fundraise
- For audit purposes

DRSSC is committed to using personal information in a respectful, safe and useful way. DRSSC is also committed to making sure members/friends do not receive more than a reasonable number of emails, messages or phone calls.

## **DISCLOSURE OF INFORMATION**

DRSSC takes its obligations regarding the use and disclosure of personal information very seriously. 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. DRSSC will not sell, rent, or share your personal information.

## **STORAGE OF INFORMATION**

Personal information is stored in our database(s) on secure servers that operate in accordance with PIPA. Only authorized DRSSC personnel have access to this information.

## **ONLINE PRIVACY**

DRSSC is committed to protecting the privacy of those who use our apps and website. DRSSC does not collect any personal / identifiable information about individuals browsing our website.

DRSSC may collect anonymized statistical information through a Google analytics log utilizing cookies which can indicate number, length, and frequency of page visits, external links redirecting users to our website, and which browser, operating system, and type of device (mobile or desktop) was used to access our website. This information is analyzed to help us develop content that responds to the interests and needs of our website visitors. 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**

DRSSC is committed to ensure that all information is recorded accurately. If you notice any errors in our correspondence with you, or if your personal information changes, please contact us via email at [secretary@DRSSC.ca](mailto:secretary@DRSSC.ca) to update your file.

If you do not wish to be contacted by phone, mail, or email, please contact us and we will ensure that your request is honoured. You may unsubscribe from club emails at any time by checking 'unsubscribe' at the bottom of DRSSC emails. If you have any questions about DRSSC's privacy policy or concerns about the way that your information is being used, please do not hesitate to contact us at contact us at [secretary@DRSSC.ca](mailto:secretary@DRSSC.ca)