

Privacy Policy

Curling des Collines is committed to collecting, using, and disclosing your personal information responsibly, and maintaining the accuracy, confidentiality, and security of such personal information.

Personal information includes information that tells us specifically who you are, such as your address, telephone number and e-mail address. However, publicly available information, such as a public directory listing of your name, address and telephone number is not considered personal information.

Personal information of employees will be collected only according to requirements relating to what is needed for payroll production, remittances, pay stubs and tax slips or to issue documents relating to employment.

We have established the following Privacy Policy that guides how we collect, use, and disclose personal information about our members, employees, volunteers, partners, and prospective members. Our intent is to comply with Law 25 on personal information protection in collecting, using, and disclosing your personal information against your reasonable expectations of privacy.

1. Definitions

In this policy:

- "Business" means the business of operating the Curling des Collines Curling Club which includes the Website.
- "Membership" means a membership in the Curling des Collines Curling Club.
- "we", "us", "our" and the "Club" refer to the Curling des Collines Curling Club, located in Chelsea, QC.
- "Website" refers to the website found at www.curlingdescollines.ca.

2. Collection of Personal Information

Our primary purpose in collecting personal information from you and about you is to ensure the provision of high-quality products and/or services. We only collect personal information from and about you that we consider necessary for achieving this purpose and to permit us to conduct the Club's operations diligently.

3. Use of Your Personal Information

We may use the personal information we collect from and about you to:

- Provide high-quality membership services.
- Inform you about online and offline offers, membership services, updates, and events (including expiry and renewal of your Membership).
- Enable us to contact you.
- Establish and maintain communication with you.
- assist us in complying with legal and regulatory requirements.
- invoice you for products and/or services.
- collect unpaid accounts.
- provide you with information concerning the Club's operations.

We may also use your personal information as may be described to you at the time of collection. We may compare and review your personal information for errors and omissions and for accuracy. If you choose to provide us with your financial information, we may use your address and financial information to bill or reimburse you and to produce tax slips and other documents if required. We may use personal information to analyse Memberships, improve our services, and to customize our Website's content, and layout. These uses are to enable us to improve the Business and to better tailor the Business to meet your needs.

4. Disclosure of Personal Information

As a matter of policy, we do not sell, rent, or lease any of your personal information to third parties without your explicit consent. However, there are a variety of circumstances where we may need to disclose some of your personal information, including the following:

- We may disclose your personal information to an individual who, in our reasonable judgement, is seeking the information as your agent. For example, we may provide your personal information to your legal representative if we are satisfied that the individual is requesting the information on your behalf.
- We may disclose your personal information as may be required or allowed by law.

5. Control of Your Password

You are responsible for all actions taken with any user ID and/or password used to access the Website. Therefore, we recommend that you not disclose your password to any third parties. If you choose to share your user ID, your password, or your personal information with a third party, you are responsible for all actions

resulting therefrom. If you lose control of your password, you may lose substantial control over certain personal information. Therefore, if your password has been compromised for any reason, you should immediately change your password.

6. Access, Review, Change and Destruction of Your Personal Information

You may access, review and/or change the personal information we have in our files by submitting a written request to do so to our Privacy Information Officer at the address below. We ask that you promptly advise us of any changes to your information. Upon your written request, we will destroy, as soon as reasonably possible and in accordance with our internal policies and applicable law, all personal information that we have in our files about you. Notwithstanding the foregoing, we will retain in our files some personal information to enable us to collect any unpaid accounts and/or as may be required by law.

7. Other Information Collectors

Except as otherwise expressly included in this Privacy Policy, this document only addresses the collection, use and disclosure of personal information Curling des Collines collects from and about you. If you disclose your personal information to other parties, we do not control the privacy policies of third parties, and you are thus subject to the privacy policies of such third parties.

8. Protecting Your Privacy

The personal information that is retained by us is kept in a secure environment. To limit freedom of information, the office will be closed during an absence and locked with a numerical code. No one is allowed to enter the office without authorization. The filing cabinets or computers containing membership, partner, and employee files and those containing identifying information will be locked when not in use. The keys will be kept in a secure place. Access to personal information in the system pertaining to members, volunteers, employees, and partners is password-protected and only granted to persons needing this information to carry out their duties.

Furthermore, we use reasonable procedural and technical safeguards to protect your personal information against loss, theft and unauthorized access or disclosure. While we employ many different security techniques to protect such data from unauthorized access by users inside and outside the Club, we cannot ensure perfect security, particularly in relation to the website.

9. Amendments to This Policy

We may amend this Privacy Policy at any time by mailing (including regular mail

and email) any amended terms to you or by posting the amended terms on the website or at the Curling des Collines Curling Club. All amended terms shall automatically be effective five days (5) days after mailing or on the date of posting.

10. The Privacy Officer responsible for Personal Information, Access, Questions, or Concerns

The Privacy Officer for the Club is the Club President. In the event of a security breach, the Board of Directors shall intervene forthwith, inform the person or persons involved and notify the Commission on Access to Information in Quebec, by providing all information relevant to the investigation.

If an administrator, a director, or a volunteer violates this policy, for example by divulging or transmitting personal information without prior authorization, the competent authority may impose a penalty that could include a reprimand or go as far as exclusion from the Curling des Collines Club.

If you wish to access, review and/or change your personal information contained in our files or if you have any questions or concerns about our privacy principles outlined above or about our practices, please contact us at:

Curling des Collines

Phone: (819) 866-3031

Email: president@curlingdescollines.ca