

# Standard Practices and Procedures

Rev 2.0 Mar 26, 2023

## Privacy Policy - Cataraqui Canoe Club (CCC)

### 1 Scope

This privacy policy has been compiled to better serve those who are concerned with how their 'Personally identifiable information' (PII) is being used online. PII, as used in privacy law and information security, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Please read our privacy policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your Personally Identifiable Information.

### 2 Personal Information

**What personal information do we collect from the people that join the CCC or visit our website?**

When joining our organization, you will be asked for your:

Name

Complete mailing address

Phone number(s)

Date of birth (required for those under 18, otherwise optional)

E-mail address

Other details to help you with your experience (e.g. canoe/kayak skills, volunteer interests, etc.)

No information is collected from visitors to our website.

#### 2.1 When do we collect information?

We collect information from you when you become a CCC member and when you renew your membership.

We also collect personal info on our boat storage forms and sign-up forms when you participate on Club events.

#### 2.2 How do we use your information?

We may use the information we collect from you when you become a CCC member:

- To generate a membership / volunteer list for the use of the membership secretary and other board members
- To send periodic emails regarding items of general interest to Club members
- To mail or to send an electronic version of our members' newsletter
- To administer a contest, promotion, survey or other site feature
- To use your first name and phone number and/or e-mail address on the website and newsletter when publishing the trip schedule for those trips you have agreed to be a trip coordinator
- Current board members names are displayed on the website
- To identify who has boats in our boat house
- To identify who participated in our various trips to assist with planning future trips

Except for trip coordinators and board members as stated above, information collected from you will not be publicly available on the CCC website.

### **3 How do we protect your information?**

Your personal information is only accessible by a limited number of persons who are required to keep the information confidential.

### **4 Do we use 'cookies'?**

We do not use cookies for tracking purposes

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Each browser is a little different, so look at your browser's Help menu to learn the correct way to modify your cookies.

If you disable cookies, some features will be disabled that make your site experience more efficient and some of our services will not function properly.

### **5 Third Party Disclosure**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, property, or safety.

However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

#### **5.1 Third party links**

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

#### **5.2 Google**

Google's advertising requirements can be summed up by Google's Advertising Principles. They are put in place to provide a positive experience for users.

<https://support.google.com/adwordspolicy/answer/1316548?hl=en>

We have not enabled Google AdSense on our site but we may do so in the future.

### **6 Contacting Us**

If there are any questions regarding this privacy policy you may contact us using the information below.

Board Members – [info@cataraquicanoe.ca](mailto:info@cataraquicanoe.ca)