



# PRIVACY POLICY

Adopted by PCC Board: March 2018

The Peterborough Cycling Club (PCC) 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 PCC 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 our webpages.

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

Privacy Officer Responsibilities include:

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

## PRIVACY PRINCIPLES

### Accountability

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

### Identifying Purposes for Data Collection

The PCC 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 PCC about important information concerning the PCC's programs, services or events for which you are registered. You may also hear from the PCC about other PCC 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 PCC programs, services or opportunities, please notify the PCC's Privacy Officer via email through the PCC's website, [www.peterboroughcc.com](http://www.peterboroughcc.com), under the section "Contact Us".

### Using our Website

- You can access our website home page and browse our site without disclosing your 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 PCC assumes no responsibility for the information practices of sites you are able to access through our site.
- We encourage you to review each site's privacy policy before disclosing any personally identifiable information.

### **Control of Your Forum Password**

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

### **Consent & Disclosure**

- The only personal information that the PCC collects is with your knowledge and consent.
- You 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 our inability to provide you with our services.
- You can withdraw your 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 PCC 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. You can choose to disclose as much or as little personal information as you are comfortable with.
- A decision to withhold some personal information can prevent us from providing you with our services.

### **Limiting Use, Disclosure and Retention**

- The PCC will use your personal information only for the purposes for which it was collected.
- Your information will not be disclosed without your consent, unless permitted or required by law.
- Your 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, we will destroy the information or render it unidentifiable.



### **Accuracy**

- Your personal information will be kept accurate, complete and updated.
- We assume that the information that you provide to us is accurate.
- If at any time your personal information changes, inform us immediately.
- If you contact us with a request, we will take appropriate steps to update or correct the personal information in our possession that you have previously provided to us.

### **Safeguards**

- The PCC employs a number of safeguards to protect your personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification.