



# Middleton Curling Club Privacy Statement

2013-09-18

Page 1 of 2

## **1 – Statement**

1. The Middleton Curling Club Ltd is committed to maintaining the accuracy, confidentiality and security of such personal information it may collect.
2. Personal information is information that tells us specifically who an individual is and their relationship with the Club. However, information available through public directories and listings is not considered personal information.
3. This statement guides us on how we collect, use and disclose personal information. Our intent is to balance our legitimate business interests in collecting, using and disclosing personal information against reasonable expectations of privacy.

## **2 – Definitions**

1. Club – the Middleton Curling Club Ltd, which includes the Web site;
2. Member - means all registered members of the Middleton Curling Club Ltd, including former members in so far as they have residual connections with the Club;
3. Visitor – means non-members of the Club associated with or attending functions or events at Club facilities or organized by the Club.

## **3 – Collection of Personal Information**

1. Collection of personal information is primarily through what is submitted via registration forms but may include cross references from other sources such as personal correspondence and public directories. While primarily applicable to members, it also includes visitors.
2. Only minimal information needed to meet Club operations and legal requirements will be collected and retained.
3. In addition, participation in Club activities by members and visitors may result in contextual personal information such as appearance in photographs and financial records.

## **4 – Use of Personal Information**

1. Personal information collected may be used as follows:
  1. Maintaining Club records
  2. Preparation and distribution of correspondence, invoices and notifications
  3. Meeting legal requirements
  4. Validating eligibility requirements for activities and membership
2. Photographs associated with Club activities or events may be used for informational and promotional purposes by the Club.



## Middleton Curling Club Privacy Statement

2013-09-18

Page 2 of 2

### **5 – Disclosure of Information**

1. We will not sell, rent or lease any of your personal information to third parties without your explicit consent beyond the following:
  1. when required by law;
  2. validating membership status with the Nova Scotia Curling Association (NSCA);
  3. validating membership status with other associations when you participate in their activities;
  4. membership and league listings posted in the Club.
2. What information is disclosed will only be that applicable to meet the requirement.

### **6 – Security of Information**

1. Personal information is held in both paper and electronic media by individual members of the Club for use on an as needed basis.
2. While members holding Personal Information use reasonable means to secure the information against loss, theft and unauthorized access or disclosure, perfect security can not be ensured.

### **7 – Access, Review, Change and Destruction of Personal Information**

1. An individual may access, review and request changes to their personal information held by the Club with any requested changes submitted in writing.
2. Destruction of personal information for members will be automatic after a lapse of seven years in their membership.
3. Personal information for Debenture holders will be retained in accordance with the Nova Scotia Companies Act section 111.

### **8 – Amendments to Policy**

1. We may amend this Privacy Policy at any time by posting the amended terms on the Web site. All amended terms shall automatically be effective five days (5) days after the date of posting.

### **9 – Privacy Information Officer, Access, Questions or Concerns**

1. 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:

Middleton Curling Club Ltd  
6 King Street  
PO Box 421  
Middleton, NS B0S 1P0  
Email: [curling@middletoncurlingclub.com](mailto:curling@middletoncurlingclub.com)