

BARRHAVEN TENNIS CLUB (BTC)
PRIVACY POLICY

The Personal Information Protection and Electronic Documents Act (Canada) or PIPEDA requires organizations to comply with new privacy legislation. Your privacy is important to the Barrhaven Tennis Club. We are committed to meeting the privacy standards applicable to every member, customer or contractor. You deserve to be treated fairly and with respect in all your interactions with BTC and this includes protecting the privacy, accuracy and security of the personal information you have provided.

The purpose of this policy is to tell you what personal information we collect about you, how we use it, whether we disclose it to anyone else, how you can request certain personal information not be released and how you can request access to your personal information. Our intent is to balance the efficient and diligent operation of our club against your reasonable expectations of privacy.

The Privacy Information Officer for the BTC will be the Membership Director of the Board. All questions or concerns about the Privacy Policy should be directed to this person in writing. The BTC Privacy Policy will be posted in the Club and be on the BTC Web site at www.barrhaventennisclub.com/

Purpose of Collection and Use of Information: We require your personal information to establish and provide the highest quality administration and delivery of the club's programs. We only collect personal information that we consider necessary for achieving this purpose and to permit us to appropriately conduct the business of the Club. Your information will also be used to enable us to contact you whenever necessary to ensure your awareness of club activities, policies or services provided. We may use personal information about you, in a non-personally identifiable manner, to improve our promotional efforts, analyze memberships, improve our services, and to customize our Web site's content, layout and services. These uses are to enable us to improve the operation of the Club and to better meet your needs.

Members' name, phone number, address and e-mail address are required for general business use and communication. League coordinators require this information and may publish the same information for use by members within their respective league. Furthermore, we may retain the names of all club members in each year for historical purposes. BTC may post the names, and in some cases photographs, of members inside the club and from time to time may also post these on the Web site and in external publications.

Youth Members: Parents' names, emergency contacts, age and relative medical information are required in addition to basic member information described above. All of this information is required for the safety and well-being of the youth members. It will be retained by the Membership Director and may be provided to any coach accompanying junior members to outside events. The date of birth may be required for events related tennis associations.

Contractors are required to provide their name, address, phone number, e-mail address (and at times business references) to the Facilities Director in order to conduct general business and to meet any legal obligations. Files may be maintained indefinitely.

On-Line Privacy Concerns: Organizers of events and leagues, members of the Board or committee members may have their personal information on the BTC Web site.

Disclosure of Personal Information: BTC will not share your personal information with third parties except for such local, provincial and national tennis associations of which BTC is a member. We may also disclose your personal information where we are required or permitted to do so by law. If you choose to disclose your personal information to other parties, you are subject to the privacy policies of such third parties.

Access, Review, Change and Destruction of Your Personal Information can be done by submitting a written request to do so to our Privacy Information Officer. We ask that you promptly advise us of any changes to your personal information. If requested by you, we will destroy as soon as reasonably possible any and all personal information that we have in our files about you, except for information required to enable us to collect any unpaid account and/or as may be required by law.

Withholding Consent: Members may request, in writing or by e-mail that their personal information not be published or disclosed beyond the minimum which would be required to enable the member to participate fully in the club.

Protecting Your Privacy: The personal information that is retained by us is kept in a secure environment, and we use reasonable procedural and technical safeguards to protect this 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 insure perfect security, particularly in relation to the Web site.

Amendments to This Policy: We may amend this Privacy Policy at any time and any such amendments must be approved by the Board of Directors of BTC. All amended terms shall automatically be effective upon receipt by the members of such changes or on the date of posting to the Web site.