



Preston Lawn Bowling Club (PLBC) (the “Organization”)

Privacy Policy

Definitions

1. The following terms have these meanings in this Policy:

- a) *“Participants”* – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the UCCMS and the policies the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, parents or guardians, spectators, committee members, and Directors and Officers
- b) *“Personal Information”* - Means information about an identifiable individual, including but not limited to:
 - Name
 - Residential or mailing address
 - Telephone number
 - Email address
 - Date of birth
 - Emergency contact information
 - Membership records
 - Registration information
 - Payment information
 - Criminal record check information (where required)
 - Photographs or video recordings where an individual may reasonably be identified

Personal Information does not generally include business contact information used solely for business purposes (such as a person’s business name, title, business address, business email address or business telephone number).

Purpose

2. The purpose of this Policy is to establish principles governing the collection, use, disclosure, retention, safeguarding and disposal of Personal Information. The Organization is committed to protecting the privacy of its Participants and complying with applicable privacy legislation.

Scope

3. This Policy applies to all directors, officers, employees, volunteers, contractors and committee members who collect, use, access, disclose or manage Personal Information on behalf of the Organization.

Collection of Personal Information

4. The Organization will limit the collection of Personal Information to that which is reasonably necessary for the following purposes:
 - Administer memberships;
 - Register participants in programs and events;
 - Communicate with participants;
 - Verify eligibility;
 - Process payments and maintain accounting records;

- Provide insurance where applicable;
- Ensure participant health and safety;
- Investigate complaints or discipline matters;
- Comply with legal, regulatory and insurance requirements.

Consent

5. The Organization will obtain an individual's knowledge and consent before collecting, using or disclosing Personal Information except where otherwise permitted or required by law.
6. Consent may be:
 - Express;
 - Implied, where appropriate depending on the circumstances; or
 - Provided by a parent or legal guardian where required.
7. Participants may withdraw their consent at any time, subject to legal, contractual or practical limitations. Withdrawal of consent may affect the Organization's ability to provide certain programs, services or membership benefits.

Use of Personal Information

8. Personal Information will only be used for the purposes for which it was collected or as otherwise permitted by law. Examples include:
 - Membership administration;
 - Event registration;
 - Communication with participants;
 - Volunteer administration;
 - Financial administration;
 - Insurance administration;
 - Dispute resolution;
 - Risk management;
 - Legal compliance.
9. The Organization will not sell or rent Personal Information.

Accuracy of Personal Information

10. The Organization will make reasonable efforts to ensure that Personal Information is as accurate, complete and current as necessary for the purposes for which it is used.

Disclosure of Personal Information

11. The Organization may disclose Personal Information:
 - With the individual's consent;
 - To service providers acting on behalf of the Organization (such as payment processors or membership database providers);
 - To insurers;
 - To professional advisors, including legal counsel and auditors, where reasonably necessary;
 - To governing sport organizations where required;
 - Where required or authorized by law;
 - Where necessary to protect the health and safety of an individual.

12. Any third-party service provider receiving Personal Information will be required to protect it appropriately.

Safeguards

13. The Organization will protect Personal Information through administrative, technical and physical safeguards appropriate to the sensitivity of the information, including:

- Password protected electronic systems;
- Limited access based on role;
- Secure storage of paper records;
- Encryption where appropriate;
- Secure destruction of records when no longer required.

14. All individuals handling Personal Information are expected to maintain confidentiality.

15. Safeguards will be periodically reviewed and updated as appropriate.

Retention and Destruction

16. Personal Information will be retained only as long as reasonably necessary and to fulfill the identified purposes for which it was collected, satisfy legal or regulatory requirements, resolve disputes or enforce the Organization's rights.

17. When Personal Information is no longer required, it will be securely destroyed or permanently anonymized.

Access and Correction

18. An individual may request access to their Personal Information held by the Organization. The Organization may require sufficient information to verify the identity of the individual requesting access.

19. If Personal Information is inaccurate or incomplete, the Organization will make reasonable efforts to correct it.

20. Requests should be submitted in writing to the Secretary (since we don't have a Privacy Officer).

Privacy Breaches

21. Any suspected loss, unauthorized access, disclosure or misuse of Personal Information must be reported promptly to the Secretary.

22. The Organization will investigate privacy breaches and take reasonable steps to:

- Contain the breach;
- Assess potential harm;
- Notify affected individuals and any regulatory authority where required by applicable law;
- Comply with any legal reporting obligations;
- Reduce the risk of future breaches.

Website and Electronic Communications

23. The Organization does not knowingly collect Personal Information through its website unless voluntarily provided by the user.

24. The Organization's website may use cookies or similar technologies to improve functionality, analyze website usage and enhance the user experience. Users may modify their browser settings to refuse cookies, although some website functionality may be affected.

25. The Organization may communicate electronically with Participants who have provided an email address. Participants may unsubscribe from non-essential electronic communications at any time.
26. The Organization will comply with applicable electronic communications legislation when sending commercial electronic messages.

Questions and Complaints

27. Questions, requests for access, requests for correction, or complaints regarding privacy should be directed to the Organization's Secretary.
28. The Secretary will investigate complaints promptly and respond as soon as reasonably practicable.

Policy Review

29. This Policy will be reviewed periodically and updated as necessary to reflect changes in legislation, organizational practices or operational requirements.

Policy History

Version	Date Reviewed/Amended	Date of Board Review and Approval
1.0	Initial policy	August 10, 2026