

COMOX DISTRICT MOUNTAINEERING CLUB (CDMC)

PRIVACY POLICY (June 2010)

STATEMENT AND PURPOSE:

Comox District Mountaineering Club respects and upholds an individual's right to privacy and to protection of his or her personal information. CDMC is committed to ensuring compliance with applicable privacy legislation.

IMPLEMENTATION:

Accountability:

CDMC is accountable for the personal information under its control. This includes information from members, volunteers, contractors and employees. CDMC has appointed the responsibility for the organization's compliance with this policy to a Board member.

Purposes for Collection, Use, and Disclosure

CDMC collects and uses personal information about members, volunteers, contractors and employees for the following purposes:

- To maintain a database which we use to contact our members and volunteers
- To evaluate volunteer applications and assign volunteer tasks
- To pay contractors and employees and comply with provincial and federal employment legislation

Disclosure of Information to Third Parties

The only circumstance under which personal information may be disclosed to third parties is for the fulfilment of any purposes identified above, or as required by law. If personal information is disclosed to third parties for the fulfilment of any purposes identified above, CDMC will ensure that appropriate security undertakings, such as confidentiality clauses in contractual agreements, are employed to protect the transfer and use of personal information. CDMC does not sell, trade, or rent information to third parties.

Consent to Collection, Use, and Disclosure

CDMC will assume consent to our collection, use, and disclosure of personal information if you give that information through filling out a membership application, job application, or volunteer application.

You may withdraw consent at any time, subject to contractual or legal restrictions and reasonable notice.

Limiting Collection

We collect personal information only for the purposes identified above.

Limiting Use, Disclosure, and Retention

We do not use or disclose personal information for any purpose other than those for which it was collected, except with consent or as required by law.

Personal information is retained only as long as is necessary for the fulfilment of the purposes for which it was collected, or as required by law.

Accuracy

CDMC will make all reasonable efforts to ensure that personal information is as accurate, complete, and current as required for the purposes for which it was collected.

Safeguards

CDMC protects personal information with appropriate security safeguards. Safeguards include physical, administrative, and electronic security measures.

Access

You have the right to access your personal information under the control of CDMC. The Board Member responsible for compliance will assist you with your access requests. In certain exceptional situations CDMC may not be able to provide access to certain personal information that it holds about you. If access cannot be provided, CDMC will notify you, in writing, of the reasons for refusal.

Concerns or Questions Regarding CDMC'S Compliance

You may direct your questions or concerns regarding CDMC's compliance with this policy to Comox District Mountaineering Club at Box 3832 Courtenay BC V9N 7P2 .