



Port Stanley & Area PROBUS Club Privacy Policy

2025-09-08

Introduction

The Port Stanley & Area PROBUS Club (the “Club”) is committed to protecting the privacy of the personal information of its management team, service providers, volunteers, and club members; hereafter summarily referred to as MEMBERS. We value the trust of those we deal with, and of the public, and recognize that maintaining this trust requires that we are transparent and accountable in how we treat the information that you choose to share with us.

During the course of its various activities, the Club may gather and use personal information. Anyone from whom we collect such information should expect that reasonable care will be taken to protect it and that any use of this information is subject to consent.

Defining Personal Information

Personal information is any information that can be used to distinguish, identify, or contact a specific individual. This information can include an individual’s opinions or beliefs, as well as facts about, or related to, the individual. Some exceptions are business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, web sites, etc. Information in the public domain is not subject to privacy legislation and as such is not included in this policy.

Where MEMBERS use their home contact information as business contact information, the Club considers that the contact information provided is business contact information, and is not therefore subject to protection as personal information.

We consider volunteer information always to be personal information, and do not disclose information about volunteers without consent.

Practices

The Club observes the following practices when collecting, maintaining and using personal information:

Consent

An individual’s consent is required regarding the collection and proposed use of personal information when information is collected. Consent can be either expressed or implied and can be provided directly by the individual or by an authorised representative. Expressed consent can be given orally, electronically, or in writing. Implied consent can reasonably be inferred from an individual’s action or inaction. An individual’s consent is required before confidential information is released to outside parties.



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Cookies

The Club's website uses cookies within visiting web browsers to enable the functions of the website and for tracking performance and preserving and expiring visitor sessions on the site.

Cookies are used anonymously and without storing Personally Identifiable Information. Visitors who wish to opt-out of cookies should review the help documentation for their web browser app to decline or selectively decline cookies.

Google Analytics

The Club's website may also use Google Analytics to track performance. Google Analytics uses persistent cookies to track visitor sessions, visitors across multiple sessions, and referral sources to our site. In compliance with the Google Analytics Terms of Service, at no time is personally identifiable information passed to Google Analytics. Those wishing to opt out of Google Analytics data collection should use the Google Analytics Opt-out Browser Add-on.

Limited Collection

The collection of personal information is limited to that which is relevant and necessary to our activities.

Limited Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfilment of those purposes.

Accuracy

Personal information shall be as complete, accurate and up-to-date as possible. MEMBERS are encouraged to review, correct and update personal information.

Security Safeguards

Personal information gathered by the Club shall be kept in confidence. The Club's personnel shall be authorised to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained.

Appropriate physical and electronic measures shall be used to ensure personal information is secure. Access to member records shall be limited to those who require such information to fulfil their



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responsibilities. The confidentiality of member records shall continue after the relationship with the individual has ended.

Confidentiality

MEMBERS who request that their name not be publicly released shall remain anonymous.

Openness

Upon request, individuals shall be given access to the information in their member record.

Further information on privacy and your rights in regard to your personal information may be found on the website of the Privacy Commissioner of Canada at www.priv.gc.ca.