



CAPITAL REGION FISHING CHARTERS

Privacy Policy

Capital Region Fishing Charters

Purpose

Capital Region Fishing Charters is committed to protecting the personal information of clients, guests, employees, contractors, and other individuals who interact with the business. This policy explains what information may be collected, how it may be used, how it is protected, and how requests for access or correction may be handled.

Scope

This policy applies to information collected through bookings, waivers, phone calls, email, text messages, social media messages, website or online inquiries, in-person interactions, and staff or contractor records kept for business operations.

Core privacy approach

The business collects only information needed for legitimate operational purposes, uses it only for those purposes, protects it with reasonable safeguards, and limits access to those who need it for business use.

Information We May Collect

- Name, phone number, email address, and mailing address if needed.
- Emergency contact name and phone number.
- Waiver, signature, booking, trip, and scheduling information.
- Payment or invoice-related information needed for normal business records.
- Relevant medical or safety information voluntarily provided for trip safety.
- Incident or accident information where required for safety, insurance, or reporting.
- Employee or contractor contact and training records, where applicable.

Why Information Is Collected

- To schedule and manage bookings.
- To communicate with clients before and after trips.
- To prepare waivers, trip records, and participation documents.
- To respond to emergencies or safety incidents.
- To maintain insurance, safety, tax, and other normal business records.
- To manage employment or contractor relationships where applicable.

Consent

By providing personal information to Capital Region Fishing Charters, individuals consent to its collection, use, and disclosure for the purposes described in this policy. Consent may be provided verbally, in writing, electronically, or through completing a booking, waiver, or inquiry.

Use and Disclosure

Capital Region Fishing Charters does not sell personal information. Personal information may be used or disclosed only as needed for trip operations, client communication, emergency response, payment processing, bookkeeping, insurance documentation, legal compliance, or normal service providers supporting business operations.

Protection of Information

The business uses reasonable administrative, technical, and physical safeguards to protect personal information from loss, theft, unauthorized access, disclosure, misuse, or modification.

- Password-protected devices and accounts.
- Limited access to records.
- Secure storage of paper records.
- Secure handling of waivers and emergency contact forms.
- Restricted sharing on a need-to-know basis.

Retention and Disposal

Personal information is kept only as long as reasonably necessary for the purpose for which it was collected, or as long as required for legal, insurance, safety, tax, or normal business recordkeeping purposes. When no longer required, information will be securely destroyed, deleted, or anonymized where appropriate.

Accuracy and Access

Reasonable efforts will be made to keep personal information accurate, complete, and up to date as needed for business use. Individuals may request access to their personal information held by the business and may request corrections where appropriate, subject to any applicable legal or operational limits.

Questions or Complaints

Capital Region Fishing Charters
Email: capitalregionfishingcharters@gmail.com

Policy Updates

This policy may be updated from time to time to reflect operational, legal, or regulatory changes. The most current version should be kept with the business's policy documents and compliance binder.

This document is a general business privacy policy template and is not legal advice. A lawyer or privacy professional should review it if you want business-specific legal compliance advice.