

## Woodcrest Community Club Privacy Policy

Use of this web site is governed by the following terms and conditions and is subject to change without notice to you. Please read them carefully before using this site.

### **Limited License and Use**

Woodcrest Community Club grants you a limited license to display the contents of this site on your computer and other electronic devices, download and use the materials on this site solely for non-commercial, personal purposes, provided that the contents of the site are not modified in anyway and that all copyright and other notices are maintained. This site is for general information purposes only.

### **Privacy Policy**

Woodcrest Community Club is committed to respecting the privacy and confidentiality of information in accordance with our privacy guidelines, which can be found below, and applicable law. However, you acknowledge and confirm that the Internet is not a secure medium where privacy and confidentiality can be guaranteed and that complete security and confidentiality of transmissions to and from this site over the Internet is not possible at this time. Your confidential use of the site cannot be guaranteed and you acknowledge that your use of the site (Including information you transmit to the site) may be subject to access or manipulation by, or disclosure to third parties. Without limiting any other disclaimer herein, Woodcrest Community Pool shall not be responsible or liable for any for any damages that you or any other person may suffer in connection with any such breach of privacy, confidentiality or security.

Woodcrest Community Club agrees to abide by the following principles which are intended to:

- 1) Minimize intrusiveness;
  - 2) Maximize fairness in our use of personal information
  - 3) Protect the privacy and confidentiality of personal information in our care
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1. Only proper and legitimate means will be employed to collect personal information  
We will only collect information that is pertinent to the effective conduct of the Organization's services.
  2. Personal information will not be used by the Organization's employees or representatives for purposes other than in the performance of their duties without their consent unless the individual has been advised of or previously consented to such use.
  3. Personal information will only be made accessible only to the Organization's employees, representatives and service providers who require access in the performance of their duties and to any person granted access by the individual.
  4. Each of the Organization's employees and representatives must abide by our commitment to privacy in handling of personal information of our clients and that of employees and agents with whom they interact.
  5. Disclosure of personal information will be protected from unwarranted intrusion or release by ensuring that appropriate information security safeguards are in effect.
  6. Personal information will be only be retained as long as needed.
  7. Handling of questions: Questions with respect to privacy of personal information or the process for access and correction of personal information should be directed to woodcrestcp@gmail.com.

### **E-mail Security**

The security of e-mail communication cannot be guaranteed at this time. Any person wishing to communicate or send information of a private or confidential nature to Woodcrest Community Club is encouraged to so by other means.

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