

Outdoor Club of Victoria **Privacy Policy**

Policy

The OCV takes the privacy of our members seriously. Members' personal information is used to help provide services to members and manage the club's operations. We do not sell, trade or rent our membership list to third parties. The personal information the OCV collects includes member's name, home address, email address (if any) and phone number.

Application

The club uses members' personal information in the following ways: hike leaders' and Executive members' names and home phone numbers are listed in the Groundsheet, as are the names and home phone numbers (sometimes with email addresses) of members who have an announcement. The Groundsheet is posted on the Club website and copies are made available to public libraries, selected other hiking clubs on Vancouver Island and to prospective new members. In addition, every June the Club publishes a list, which includes the name, home address, phone number and email address (if any) of every member. This list is sent to all members and is shared with the Federation of Mountain Clubs of B.C. (FMCBC) for the purpose of verifying our membership number and for sending out their newsletter, the Cloudburst. The FMCBC does not sell, trade, rent, or in any other way provide that list to a third party, except a mailing distribution contractor for the purpose of distributing the FMCBC newsletter. The OCV does not make personal information available to private businesses. The OCV has no control over third parties that access information that is available publicly.

Privacy Officer

The OCV Membership Chair shall be the club's Privacy Officer. The Privacy Officer may establish specific procedures for dealing with members' personal information.

Dispute Resolution

Complaints about the club's privacy practices must be made in writing to the Privacy Officer. The Privacy Officer must advise the President and respond to the complaint in writing within 30 days. If the complaint is not resolved at that stage, an appeal may be made in writing to the Executive Committee.

Jean, the following additional points should be considered:

- The club's Standing Rules re Membership should be amended as follows: New section 28 (h): "... be the designated Privacy Officer in accordance with the Personal Information Protection Act." This can be done at the next AGM.
- You may want to develop some detailed procedures as you have started to do. Also include some of the bullets drafted earlier by Leigh. One bullet to include could be: If a member declines having their name on the membership list provided to the FMCBC that member will not receive any mailings (i.e. Cloudburst) from the FMCBC.

- Under the Application section above include a sentence at the end about disposal of private information, i.e. do we keep private information only as long as someone is a member?
- I would recommend adding a footer to the membership list along these lines:
Personal Information - For OCV or club members only.
- Keep the PIPA notice printed in the last Groundsheet with you club records for future reference and for any of your successors.
- I encourage you to become familiar with Tools for implementing PIPA #3 and #4. They will help you.
- Lastly, when forwarding the membership list to the FMCBC, we should not include email addresses (unless someone wants an electronic copy of the Cloudburst).