

## **Outdoor Club of Victoria - Privacy Policy**

1. The Outdoor Club of Victoria is committed to protecting the personal information of Members. The club will not sell, rent or lease the membership list to a third party.
2. The Outdoor Club of Victoria may need to collect personal information for the following reasons:
  - (a) to identify and communicate with our Members;
  - (b) to process payments;
  - (c) to respond to emergencies;
  - (d) to ensure the orderly management of the Outdoor Club of Victoria;
  - (e) to comply with legal requirements imposed by the Act and other applicable laws.
3. Typically, the Outdoor Club of Victoria collects the following information from or about Members:
  - (a) name(s), address(es) and phone number(s), as applicable;
  - (b) email address(es)
  - (c) emergency contact information;
4. Except where the Outdoor Club of Victoria is legally authorized or consent is otherwise not required, the Outdoor Club of Victoria will seek consent from a Member before collecting, using or disclosing personal information.
5. Consent is not required in the following non-exhaustive circumstances:
  - a) collection of information pursuant to the Act or any other law;
  - b) in the distribution of OCV information via an email distributor.
6. The Outdoor Club of Victoria will not collect, use or disclose personal information of a Member except for the identified purposes set out in this policy, or as otherwise permitted by law without the Member's consent which may be given either orally or in writing.
7. Consent will be implied when the purpose of collecting, using or disclosing personal information is considered obvious and the Member voluntarily provides his or her personal information for that obvious purpose.

**Electronic Recording:**

8. A person shall not electronically record a executive meeting using an audio and/or visual recording device of any kind, unless the executive authorizes such a recording by a majority vote of those executive The Outdoor Club of Victoria present at the beginning of that meeting.
9. A person, including the Outdoor Club of Victoria, shall not electronically record a general meeting using an audio and/or visual recording device of any kind, unless the owners approve such a recording by a majority vote of eligible voters present at the meeting in person or by proxy at the time the vote is taken.
10. Upon receipt of a written request from an authorized person, the Outdoor Club of Victoria will disclose letters forming the subject matter of a complaint under the Act or the bylaws to a person who is the subject matter of that complaint.
11. The Outdoor Club of Victoria will only collect, use or disclose the personal information that is necessary to fulfill the identified purposes set out in this bylaw and will not collect, use or disclose personal information in other circumstances without the prior consent of the Member.

**Accuracy & Correction of Personal Information**

12. The Outdoor Club of Victoria will make reasonable efforts to ensure that any personal information collected, used or disclosed is accurate and complete.
13. If a Member becomes aware that the personal information under the Outdoor Club of Victoria's control needs to be corrected, then that Member should advise the Outdoor Club of Victoria about the correction in writing.
14. If the Outdoor Club of Victoria is satisfied that a Member's request for correction is reasonable, then the Outdoor Club of Victoria will as soon as reasonably possible thereafter:
  - (a) correct the personal information; and,
  - (b) send the corrected personal information to each organization which received disclosure of such information from the Outdoor Club of Victoria in the year prior to the correction.
15. If the personal information is not corrected, then the Outdoor Club of Victoria must note on documents or records in its custody or control containing such personal information that the Outdoor Club of Victoria received a request for correction.

16. The type of personal information that the Outdoor Club of Victoria may collect, use or disclose without consent includes, but it not limited to, the following:
  - (a) information authorized by a bylaw;
  - (b) with respect to executive The Outdoor Club of Victoria, the names and mailing addresses;
  - (c) information for an investigation or a legal proceeding if collection with consent would compromise its availability or accuracy;
  - (d) Information already available to the public from any of the following: a telephone directory, a professional or business directory, a registry or a printed or electronic publication.
  
17. Except where withdrawing consent would frustrate the performance of a legal obligation, a Member can withdraw consent at any time by giving the Outdoor Club of Victoria reasonable notice. If consent is withdrawn, then the Outdoor Club of Victoria will inform the person withdrawing consent of the likely consequences of taking that step.
  
18. The Outdoor Club of Victoria will only retain personal information for as long as is necessary to fulfill the identified purposes or as long as is required for a legal or business purpose. If the information of a Member is used to help the Outdoor Club of Victoria render a decision, the information will be retained for a period of one (1) year.
  
19. The Outdoor Club of Victoria will implement reasonable security arrangements to prevent against risks associated with the improper collection, use or disclosure of personal information, including, but not limited to unauthorized access, copying, modification or disposal of personal information.

### **Third Party Compliance with Privacy Policy**

20. If the Outdoor Club of Victoria retains another organization to do work for the Outdoor Club of Victoria that involves personal information, the Outdoor Club of Victoria its' privacy policy;
  - (a) ensure that there is an agreement in place that commits that organization to adhere to our privacy policy, and,
  - (b) informs Members of the agreement as soon as feasible.

### **Access to Personal Information**

21. A Member is entitled to access their own personal information under the The Outdoor Club of Victoria's control and is entitled to know how that information has been used or disclosed.

22. Any request by a Member for access to their own personal information must be made in writing and directed to the Outdoor Club of Victoria's privacy officer.
23. The Outdoor Club of Victoria will respond to a written request within 30 days of receipt of the request and the Outdoor Club of Victoria may, in appropriate circumstances, extend the response period.
24. In providing a response, the Outdoor Club of Victoria will:
  - (a) inform the requesting party whether he or she is entitled to access the requested information, and if access is denied, the reason for the denial; and,
  - (b) provide the name and contact information of the Outdoor Club of Victoria's privacy officer who can answer any questions about the response.
25. Subject to litigation privilege, solicitor/client privilege or a court order to the contrary, the Outdoor Club of Victoria is not required to redact personal information or to edit out certain information before providing access to or copies of records or documents to an authorized person pursuant to sections 35, 36 and 59 of the Act.
26. If a requesting person is not satisfied with a response from the Outdoor Club of Victoria, then that person may address the matter with the British Columbia office of the Information and Privacy Commissioner.