

## Draft Privacy Policy

**Effective Date:** [Insert Date]

**Approved by:** 2026 CNSC Board of Directors

### **1. Purpose**

Caledonia Nordic Ski Club (CNSC) is committed to protecting the personal information of its members, volunteers, employees, program participants, and other stakeholders. This policy outlines how the Society collects, uses, discloses, safeguards, and retains personal information in compliance with British Columbia's Personal Information Protection Act ("PIPA").

### **2. Accountability**

CNSC has appointed a Privacy Officer to ensure compliance with this policy and PIPA. The Privacy Officer's role is fulfilled by the General Manager.

All inquiries or concerns regarding personal information may be directed to:

Privacy Officer (General Manager)

Caledonia Nordic Ski Club

250-564-3809

[GM@Caledonianordic.com](mailto:GM@Caledonianordic.com)

PO Box 1243

Prince George, BC

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### **3. Personal Information**

"Personal information" means information about an identifiable individual, including but not limited to:

- Full name
- Mailing address
- Email address
- Phone number
- Membership status
- Emergency contact information
- Information related to participation in CNSC programs or activities

Personal information does not include business contact information or publicly available information as defined by law.



#### **4. Collection of Personal Information**

CNSC collects only the personal information reasonably necessary for purposes including:

- Administering membership and participation;
- Registering individuals for programs, events, competitions, or services;
- Communicating with members and participants;
- Maintaining records required under the BC Societies Act (the “Act”);
- Meeting legal, regulatory, insurance, or safety requirements; and
- Responding to emergencies or medical situations where necessary.

Where reasonable and practical, personal information will be collected directly from the individual with their consent.

#### **5. Use and Disclosure of Personal Information**

CNSC uses and discloses personal information only for the purposes identified at the time of collection or for purposes reasonably related to those purposes, including:

- Sending newsletters, notices, or CNSC updates;
- Contacting members regarding meetings, voting, volunteer opportunities, or programs;
- Registering members or participants with governing organizations where required (for example, Cross Country BC, Nordiq Canada);
- Filing reports or records required by government agencies or regulators;
- Responding to member requests permitted by law; and
- Supporting the safe operation of CNSC programs and activities.

CNSC may disclose personal information without consent where permitted or required by law, including where necessary to respond to emergencies or protect the health or safety of an individual.

CNSC does not sell, rent, or disclose personal information for advertising, marketing, or other commercial purposes.

#### **6. Disclosure to Members (Register of Members)**

Under the Act, members (as defined by CNSC’s bylaws) may submit a written request to access CNSC Register of Members. CNSC limits disclosure under such a request to the name and contact information of voting members only (as defined by CNSC’s bylaws). To protect privacy, members requesting access must submit a written request for the Register of Members and a declaration confirming the information will be used only for purposes reasonably related to CNSC, as per the Act.



- CNSC may refuse or restrict access where permitted under the Act or where it reasonably believes the information may be used for purposes unrelated to CNSC.
- Disclosure of the Register of Members to a member requires approval by CNSC board of directors prior to the release of information.
- CNSC will respond to the written request within 30 days of receipt.

## **7. Consent**

By becoming a member, volunteer, employee, or participant in CNSC, individuals consent to the collection, use, and disclosure of their personal information only as outlined in this policy.

Consent may be expressed or implied depending on the nature and sensitivity of the information and the reasonable expectations of the individual.

For minors or individuals unable to provide legal consent, consent may be provided by a parent, guardian, or authorized representative.

Individuals may withdraw consent at any time, subject to legal, contractual, or operational restrictions. Withdrawal of consent may affect CNSC's ability to provide the individual with membership, programs, services, or participation opportunities.

## **8. Safeguards**

CNSC protects personal information through physical, organizational, and technological safeguards appropriate to the sensitivity of the information, including but not limited to:

- Locked filing cabinets or secure storage areas;
- Password-protected electronic systems and databases;
- Access limited to authorized individuals who require the information for Society purposes;
- Additional, reasonable administrative safeguards to prevent unauthorized access, use, disclosure, or loss as identified from time to time; and
- Training for staff and volunteers that handle member personal information in order to fulfill their roles and responsibilities with CNSC.



### **9. Access to Personal Information**

Individuals may request access to their personal information by contacting the Privacy Officer. CNSC will respond to requests within 30 days as required by PIPA, subject to any extensions or exceptions permitted by the Act or PIPA.

### **10. Corrections**

If an individual believes their personal information is inaccurate or incomplete, they may request a correction. CNSC will make reasonable efforts to correct the information or, where appropriate, annotate the information with the requested correction.

### **11. Retention of Personal Information**

CNSC retains personal information only as long as necessary to fulfill the purposes for which it was collected or as required by law and the Act. Personal information that is no longer required will be securely destroyed, deleted, or anonymized in accordance with applicable legal and operational requirements.

### **12. Complaints or Questions**

Questions or complaints regarding this policy or CNSC's handling of personal information should be directed to the Privacy Officer. If a concern cannot be resolved, individuals may contact the Office of the Information and Privacy Commissioner for British Columbia.

### **13. Policy Review**

This policy shall be reviewed by the Board of Directors at least every five (5) years, or sooner if required by legislative, governance or organizational changes.

