



Privacy Statement - General

Created on: 5 September, 2018

Reviewed by: SH/JL

Adopted by the Board of Directors on: SEP 18 2018

Initials: [Signature] A.T.

Our Commitment to Privacy

The Bow Valley Rugby Club (BVRC) respects the privacy of its members, players and volunteers. Protecting the confidentiality of your personal information is important to us. We will manage your personal information with great care.

Personal Information the Club Collects

The Bow Valley Rugby Club may collect personal information about you in person, over the telephone, by mail, through the internet or through your participation. The types of information we may collect include;

- Name
- Mailing Address
- Telephone Number
- Email Address
- Date of Birth

It is always your choice whether to participate in Bow Valley Rugby Club activity. However, if you participate, the Club will need to collect, use and disclose some personal information otherwise it may not be possible for us to provide some services.



How the Club Uses Your Information

The Bow Valley Rugby Club collects personal information for the following reasons;

- To identify you
- To register you in Rugby Leagues, Tournaments or Clinics
- To maintain a current list of players and coaches
- To maintain a current list of Volunteers
- To meet our commitments to the Club's insurers

We may share your personal information with other parties, but only in the following circumstances;

- To administer the services, we provide to you, we may share information with organizations such as data storage providers or companies that provide insurance or registration services,
- The Club may share information with other teams you may play for,
- The Club may disclose incidents to authorities,
- Take disciplinary actions resulting from incidents,
- To comply with legal and insurance requirements,
- To provide referee coordinators with names of possible referees, or
- To register you with Rugby Alberta and Rugby Canada.

The Bow Valley Rugby Club will not sell your personal information to any organization for any purpose.

Consent

The BVRC will assume implied consent has been given by a player or member at the time of registration. BVRC will only collect, use and disclose personal information in accordance with this Privacy Statement except where permitted by law.

Withdrawing Consent

You may withdraw your consent to the BVRC for the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, and reasonable notice. If you withdraw your consent, the implications of that withdraw may include that the BVRC is not able to provide or continue to provide you with the service you requested. In addition, the ability to communicate may be diminished. A withdraw of consent will not be effective in relation to the recording and reporting of incidents. To withdraw consent, please contact the Club office and identify which personal information you no longer wish to be collected.

Access to and Changing Your Personal Information

If you want to access or verify the accuracy of your personal information you should contact the Bow Valley Rugby Club Administrator. At the time your request is received, the Club will ask for specific



information to verify your identity before the personal information can be revealed. There may be instances where the personal information may not be disclosed. These would include situations where;

- The personal information includes references to other persons,
- The information has already been destroyed due to legal requirements or because it is no longer needed, and/or
- It cannot be disclosed for legal reasons.

Where an error or inaccuracy is noted in personal information, contact your Club or Community Registrar with the correct information so the changes can be made. If they cannot change it, or will not change it, please contact the Bow Valley Rugby Club and the Administrator will provide a correct copy of the information upon request.

Questions?

Please contact the BVRC Administrator at me4rugby@yahoo.ca with questions or concerns.

