



**BRITANNIA YACHT CLUB
PRIVACY POLICY**

Our Commitment to Privacy

The Britannia Yacht Club is committed to protecting privacy and confidentiality of personal information. Collecting, using and disclosing personal information in an appropriate, responsible, and ethical manner is a requirement of BYC's daily operations. Therefore, the Britannia Yacht Club has developed this policy describing the methods implemented to protect information provided to us.

This Policy applies to all personal and confidential information within Britannia Yacht Club's possession and control.

The Britannia Yacht Club strives to protect and respect personal information of its members, employees, volunteers and business partners. All staff members and volunteers of the Britannia Yacht Club must abide by this organization's procedures and practices when handling personal information.

Applicability

Personal information is defined as any identifying information about an individual or group of individuals, including name, marital status, date of birth, address, phone number, email address, social insurance number, nationality, gender, financial data, credit card numbers, insurance documentation, payment records, credit records, loan records, opinions, and personal views.

Consent occurs and is obtained when an individual signs an application or other form containing personal information, thereby authorizing the Britannia Yacht Club to collect, use, and disclose the individual's personal information for the purposes stated on the form or in the Appropriate Use section of this policy.

Appropriate Use

The Britannia Yacht Club collects and uses personal information solely for the purpose of conducting business and developing an understanding of its customers. The Britannia Yacht Club hereby asserts that personal information will only be used for the following purposes:

1. The Britannia Yacht Club uses the personal information solely for the purpose of conducting business (e.g. roster, account management, communications, etc.)

A Member Roster is provided to allow communication between members and the Britannia Yacht Club and inter-communication between the members. Usage of the electronic and a printed Member Roster is strictly limited for personal use by Club Members only. Usage that attempts to distribute mass messages without authorization may subject the user to suspension and possible expulsion from the club.

2. The Britannia Yacht Club may use personal information without the individual's consent under particular circumstances. These situations include, but are not limited to:
 - Legal obligations to disclose personal information in order to adhere to the requirements of an investigation of the contravention of a regional or federal act or regulation, under the purview of the appropriate authorities.
 - An emergency exists that threatens an individual's life, health, or personal security.
 - The personal information is for in-house statistical study or research.
 - The personal information is already publicly available.
 - Disclosure is required to investigate a breach of contract.
3. In order to gain access to website secure sites as a Member, you may be asked to provide data including your name, boat type and name, address, email address, contact information, and photos. While most of our website is accessible without providing all of this information, this information is required to access the secured pages. Access to these secured pages also requires a username and password. Information may also be used to contact Members electronically. You may change your user information by contacting the office.
4. The Britannia Yacht Club website, BYC.ca, uses Google Analytics. This tool uses cookies to collect and generate information about your visits to our website (including your IP address) that is transmitted to their servers in an anonymous form for processing. We study patterns of website activity so we can improve the experience of visitors to our site. Google currently offers a free Google Analytics opt-out tool that can be found at <https://tools.google.com/dlpage/gaoptout>.
5. Photographs may be taken from time to time at events or activities at the Club for use on the website, the Club's media, promotional and social media uses. Also, photos are often taken by other members and visitors which is very difficult to control. If a member does not want to have their picture or a picture of their family members used in a BYC publications or otherwise distributed, they should ask the office to remove it.

Policy Statements

1. The Britannia Yacht Club assumes full accountability for the personal information within its possession and control.
2. The Britannia Yacht Club obtains personal information directly from the individual to which the information belongs. Individuals are entitled to know how the Britannia Yacht Club uses personal information and this organization will limit the use of any personal information collected only to what is needed for those stated purposes. The Britannia Yacht Club will obtain individual consent if personal information is to be used for any other purpose. The Britannia Yacht Club will not use that information without the consent of the individual.


3. **Britannia Yacht Club will not sell, distribute, or otherwise disclose personal information or contact lists to third parties. However, limited disclosure may be required as part of the Britannia Yacht Club fulfilling its stated business duties and day-to-day operations. This may include consultants, suppliers, or business partners of the Britannia Yacht Club, but only with the understanding that these parties obey and abide by this Privacy Policy, to the extent necessary of fulfilling their own business duties and day-to-day operations.**
4. **The Britannia Yacht Club will retain personal information only for the duration it is needed for conducting business. Once personal information is no longer required, it will be destroyed in a safe and secure manner. However, certain laws may require that certain personal information be kept for a specified amount of time. Where this is the case, the law will supersede this policy.**
5. **The Britannia Yacht Club vows to protect personal information with the appropriate security measures, physical safeguards, and electronic precautions. The Britannia Yacht Club maintains personal information through a combination of paper and electronic files. Where required by law or disaster recovery/business continuity policies, older records may be stored in a secure, offsite location.**
 - **Access to personal information will be authorized only for the employees and Board approved volunteers and/or agents of the Britannia Yacht Club who require the information to perform their job duties, and to those otherwise authorized by law.**
 - **The Britannia Yacht Club's computer and network systems are secured by passwords. Only authorized individuals may access secure systems and databases.**
 - **Active files are kept in locked filing cabinets.**
 - **While no security system is fool proof, all routers and servers connected to the Internet are protected by a firewall, and are further protected from virus attacks or "snooping" by off-site backups and software solutions.**
 - **Personal information is not transferred to non-Board approved volunteers, summer students, interns, or other non-paid staff by e-mail or any other electronic format.**
6. **In most instances, The Britannia Yacht Club will grant individuals access to their personal information upon presentation of a written request and satisfactory identification. If an individual finds errors of fact with his/her personal information, please notify the Britannia Yacht Club as soon as possible to make the appropriate corrections.**


Further Information

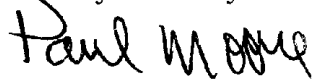
Any questions or concerns regarding this Privacy Policy can be addressed by contacting the General Manager (manager@byc.ca) or the Honorary Secretary (honorarysecretary@byc.ca).

APPROVAL AND REVIEW

This policy approved by the Britannia Yacht Club Board of Directors


Commodore


Honorary Secretary


General Manager

Dated this 18th day of Sept, 2019 at the City of Ottawa.