

# Privacy Policy

## Preface

1. This Privacy Statement describes how Disc Golf Newfoundland and Labrador (Disc Golf NL, "we" or "us") collects, uses and discloses personal information about (1) visitors to our website; (2) donors, sponsors, and attendees at events; (3) volunteers; (4) athletes and athlete family members; and (5) the board of directors. This Privacy Statement, which applies to all activities in Canada, informs you how we collect, use and disclose personal information whether online or offline. Disc Golf NL will take reasonable steps to protect your personal information in accordance with this Privacy Statement and the applicable law.

## Personal Information We Collect

2. Disc Golf NL collects personal information when you voluntarily provide it, for example when you correspond with us; complete our website forms; donate funds; register to attend or sponsor an event; register or participate as an athlete, coach, volunteer or family member of a participant; participate in a survey; respond to a subscription offer; purchase promotional products; register for a program with a Disc Golf NL affiliate; request to be on a mailing list or are hired as an employee.

3. Disc Golf NL may collect personal information about individuals who are under the age of majority, 18, or who are otherwise not able to give valid consent. At or before the time Disc Golf NL collects personal information about such an individual, we will contact someone who is able to give consent on their behalf, such as the individual's parent or legal guardian.

4. The amount and type of personal information we ask from you depends on whether you are simply visiting our website or whether you are participating (or seeking to participate) in our programs and use our services. The type of information we request may include:

### Website visitor information

- Name, address, telephone number and email address (these will be referred henceforth as "contact information");

### Athlete information

- contact information
- gender
- date of birth
- medical insurance number and history
- biographical information

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- photographs and/or video of you
- criminal record check
- vulnerable sector check
- credit card information for payments made by credit card online
- bank information for payments made by email Interac online

#### Volunteer information

- contact information
- volunteer screening information
- biographical information
- medical insurance number and history
- coaching certification
- photographs and/or video of you
- criminal record check
- vulnerable sector check
- reference checks

#### Sponsor and Donor information

- contact information
- organization (if applicable)
- credit card information
- bank account information
- photographs and/or video of you and/or your organization (if applicable)

## How We Use and Disclose Your Personal Information

5. Disc Golf NL and, with Disc Golf NL's permission, our affiliated organizations (see Schedule A for complete list), use the personal information that you provide only for the purposes for which it was provided, namely to:

#### General purposes

- establish your identity
- administer and manage our programs and services
- communicate with you
- provide you with our newsletter
- respond to your inquiries
- statistical analysis where your data would be part of an aggregate

#### Additional purposes for athlete information

In addition to the general purposes described above, if you are a current or potential athlete, your information may be used to:

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- establish your eligibility for registration as an athlete
- establish your eligibility to participate in our programs or receive our services
- communicate with your immediate family members
- ensure your health and safety needs and enable effective handling of medical emergencies
- statistical analysis where your data would be part of an aggregate

#### Additional purposes for volunteer information

In addition to the general purposes described above, if you are a current or potential volunteer, your information may be used to:

- establish your eligibility for registration as a volunteer
- establish your eligibility to participate in our programs or receive our services
- statistical analysis where your data would be part of an aggregate

#### Additional purposes for sponsor and donor information

In addition to the general purposes described above, if you are a current or potential sponsor or donor, your information may be used to:

- process your donation
- administer your sponsorship of our programs and services
- request financial support

6. If sponsors or donors prefer that Disc Golf NL or its affiliated organizations not use or disclose their personal information for fundraising or to provide further information, sponsors or donors may opt out of such uses and/or disclosures by contacting the President (contact information provided below)

7. We may also share your personal information with third party data processors, vendors, suppliers and providers responsible for administering marketing, fundraising, and promotional activities or for providing programs and services, on our behalf. We contractually require the organizations with which we provide your personal information for these purposes to have policies regarding personal information consistent with our Privacy Statement or to abide by our policies as relevant to the personal information provided to them.

## Consent

8. By providing us with your personal information, you, or if you are a minor or are otherwise not capable of giving consent, your authorized representatives, parent or legal guardian, consent to our collection, use and disclosure of that information as described in this Privacy Statement as amended from time to time or as described at or before the time of collection, use or disclosure, as the case may be. If you do not want your personal information to be collected, used or disclosed in this manner, then please either (1) do not submit your personal information to us, or

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(2) exercise opt-out procedures described above or as may be offered at the time of collection. If you have submitted personal information and wish to withdraw your consent to its retention, use or disclosure, please contact the President (contact information below). You may withdraw your consent, subject to legal or contractual restrictions and reasonable notice. If you withdraw your consent, we may not be able to provide some programs or services to you.

9. Where permitted or required by law, Disc Golf NL may collect, use or disclose your personal information without your consent, for example to maintain contribution records to meet requirements of the Canada Revenue Agency.

## Protection of Personal Information

10. Disc Golf NL takes precautions with personal information submitted by you, including physical, organizational, and technological measures. The level of protection employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of protection employed. However, given that electronically transmitted data is not 100% secure, we make no warranties as to the security of any information that you submit electronically, which you do at your own risk.

## Cookie Technology

11. Disc Golf NL utilizes HTTP cookie technology to store some information on your computer in order to provide a better experience when you access our website. This information does not contain any personal information but enables us to communicate more efficiently with you. Most browsers are initially set up to accept cookies, but you can set your browser to alert you every time a cookie is offered, letting you decide whether or not to accept it. You also have the option to set your browser to refuse cookies.

12. The Disc Golf NL website logs the IP address (or domain name) and other client or session information, but no personal information of visitors. This information is aggregated and logged, and used to measure statistical information about usage of the site, including but not limited to the total number of visits, average time spent on the site, and pages viewed, both in real-time, and within a certain historical time frame. Disc Golf NL uses this aggregated information to measure the use of our site and to improve the content and user experience of our site.

## Other Websites

13. Our website may contain links to other websites owned and operated by third parties. The third parties who operate these sites may treat the collection, use and disclosure of personal information differently than we do. This could be the case even for those websites that carry Disc Golf NL and affiliated organizations' trademarks or logos. We therefore encourage you to review the privacy policies of these websites before disclosing your information to any third party. Further, third party cookies may be used by these other websites to log traffic information among other data, and you can also disable these. Disc Golf NL is not responsible for the data

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collection, use and disclosure practices of companies or organizations to which our website may provide links.

## How to Access or Correct Your Personal Information

14. Disc Golf NL will establish and maintain a file of the personal information that you provide to us. Your file will be kept by Disc Golf NL and will be accessible by requests sent to the Privacy Officer (contact information below). Only Disc Golf NL employees, agents and mandataries who need to access your file in the course of their duties will have access to your file.

15. If you wish to request access to or correct your personal information, please contact us (contact information below). Some information may not be accessed in certain circumstances, for example if it contains personal information of other persons or for legal reasons. To protect your personal information, we will take reasonable steps to verify your identity before granting you access to, or making corrections to, your personal information.

## Changes to this Privacy Statement

16. Disc Golf NL may change this Privacy Statement from time to time. If Disc Golf NL makes a material change, this Privacy Statement will be updated accordingly and we will make reasonable efforts to notify affected individuals. We recommend that you review this Privacy Statement periodically so that you are aware of any changes.

## Contact Information

17. If you have any inquiries, requests or complaints regarding our Privacy Statement, please contact us at:

- Sending an email to: [contact.nldga@gmail.com](mailto:contact.nldga@gmail.com)
- Writing to: Disc Golf NL, 26 Martins/Doyles Lane, Torbay, NL, A1K 1G6

## Schedule A

18. List of Disc Golf NL affiliate organizations sharing information gathered by Disc Golf NL:

- None at this time.

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Privacy Policy ratified by Disc Golf NL Board of Directors on DATE.