

SENIORS FOR NATURE OUTDOOR CLUB

PRIVACY POLICY

January 4, 2018

The Seniors For Nature Outdoor Club (“Club”) is a not-for-profit corporation, operated by volunteers, for the purpose of organizing a variety of outdoor and social activities for individuals fifty-five (55) and over.

What Is Collected

Personally Identifiable Information (PII) is collected from members for the sole purpose of facilitating communication between members about, and during, Club events. PII collected is restricted to contact information, such as name, address, telephone number, and email address. In addition, emergency contact information is collected, such as name, and telephone number.

Membership information is available on the Club website and is accessible only by the members. Emergency contact information is included in a member’s profile on the Club website, but is viewable only by the member, and the website administrator.

During Club meetings, name tags are provided at check-in and are expected to be worn by all attendees. This is intended to encourage conversation between members and allows new members to integrate into the Club. With the exception of the Annual General Meeting when attendance is taken, individual attendance at Club meetings is not collected. At these General Meetings, only the total number in attendance is counted.

The **sign-in waiver form** must be completed by each member and guest at every Club activity. This form confirms attendance at the event, and includes a waiver of liability. Information collected includes the name and telephone number of both the participant and their emergency contact person. This information may be used in the event of an emergency during the event, and attendance is later aggregated to gather statistics on group activities. The sign-in waiver forms are saved for two (2) years.

There is zero tolerance for the misuse of the membership list and may result in expulsion from the Club. Misuse includes, but is not limited to, spamming, soliciting for funds, and promoting personal businesses.

Contact information is kept as long as the individual is an active member. Removal from the membership list will normally occur within ninety (90) days after the member becomes inactive from non-payment of the membership fee.

Payment Information

In addition to cash or cheque, payment of annual membership fees can be made through the Club website using a credit card processed through PayPal. The credit card information is directly passed through to the financial institution, and is not collected by the Club.

Photographs

Members are encouraged to take photographs during Club activities, and these photos may be shared through the Club Newsletter, as space allows. The Club Newsletter is available only to members on the Club website.

Members who do not wish to be included in the Club Newsletter must make reasonable efforts to be excluded from group photos.

In addition, individuals who are taking photos are expected to respect the wishes of those who do not wish to be photographed.

Notifications of Personal Events

From time to time, members may experience personal events such as serious illness, or death of a loved one. Notification to the membership will occur only if explicit permission has been provided by the member, by a close personal friend, or family member.

Communication of this Policy

This Privacy Policy will be available for viewing on the Club website by both members and the public.

The Board of Directors may, from time to time at their discretion, make changes to this policy. Notice that a change has occurred, along with the revised Privacy Policy, will be communicated to all members by email, and at the next General Meeting.

Who to Contact

If a member has concerns about what is collected, and/or how this information is being used, they may contact the Club President with details of their concerns.

REVISION HISTORY

DATE	AUTHOR	DETAILS
Jan 4/18	Joanne Sisco	<p>Approval of the Policy by the Board with the following revisions:</p> <ul style="list-style-type: none"> • The sign-in waiver form “must be completed by each member <i>and guest</i>” • Rewording of Payment Information - inclusion of <i>cash and cheque</i> as forms of payment. Payment through the Club website by <i>credit card</i> processed through PayPal. Credit card information is passed to the FI. • Under Photographs, rewording that Club newsletter is available <i>only to members</i> on the website. Removal of reference to printed newsletter. • Notification of Changes to this Policy changed to Communication of this Policy. Added of sentence “This Privacy Policy will be available for viewing on the Club website by both members and the public”
Jan 3/18	Joanne Sisco	<p>Changes as discussed by the Board Nov 9/17 and Dec 7/17:</p> <ul style="list-style-type: none"> • Opening –modified to a variety of “outdoor and social” activities; for individual “fifty-five and over”. • What is Collected? <ul style="list-style-type: none"> ○ highlighted Personally Identifiable Information (PII); ○ addition of Emergency Contact information; ○ addition of attendance taken at the AGM; ○ increased description of sign-in form as a waiver and its purpose; ○ waivers saved for 2 years; ○ info from waivers may be used in the event of an emergency and aggregated for statistics on activity participation; ○ inclusion of statement that removal from membership list occurs “within” 90 days, and “when the member becomes inactive from non-payment of the membership fee”

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		<ul style="list-style-type: none"> • Payment Information – modified for acceptance of only PayPal on the website • Photographs <ul style="list-style-type: none"> ○ modified to state newsletter is available in hard copy; ○ newsletter is available to members only; ○ members who do not wish to have their photos taken, must make reasonable efforts to be excluded • Notifications of Personal Events – modified to “a close personal friend, or family member” • Addition of Notification of Changes to this Policy • Addition of a Revision History
Nov 8/17	Joanne Sisco	Initial draft of the policy