



## Wilderness Adventurers of Ontario Inc.

### PRIVACY POLICY

Privacy of personal information is an important principle to Wilderness Adventurers of Ontario (WA). We are committed to collecting, using and disclosing personal information responsibly and only to the extent necessary to provide the club services and to ensure the safety of participants in club activities. **The club is committed to ensuring that your personal information is kept secure and confidential.** We strive to be open and transparent regarding how we handle personal information. This document describes our privacy policies.

#### WHAT IS PERSONAL INFORMATION?

Personal information is information about an identifiable individual. Personal information includes information that relates to: an individual's *personal characteristics* (e.g. gender, age, income, home address or phone number, ethnic background, family status); *health* (e.g. health history, health conditions, health services received by them); or, *activities and views* (e.g. religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information is different from business information (e.g. an individual's business address and telephone number) which is not protected by privacy legislation.

#### WHO WE ARE

Our organization, *Wilderness Adventurers of Ontario*, isn't Incorporated, not-for-profit club that is made up of members including *club executive members, designated trip leaders, and all other active members*. No other consultants, agencies, and affiliations have access to personal information we hold.

#### WE COLLECT PERSONAL INFORMATION: PRIMARY PURPOSES

Like other outdoor activity clubs, we collect, use and disclose personal information in order to maintain membership lists and to make club trips and events as safe as possible for all participants. As a member, your consent is implied when you provide the information on the club's membership application form.

For our members, the primary purposes for collecting personal information are as follows:

1. To maintain membership records for the purpose of accounting, contacting members of club activities and to send the club's newsletter and other communications. Examples of the type of personal information we collect for this purpose include but are not limited to the following: *name, address, contact phone numbers, and email address.*

2. To make Club sanction trips events as safe as possible. Examples of the type of personal information we collect for this purpose include but are not limited to the following: *swimming ability, age, gender, health insurance number, emergency contact information, and relevant personal medical information (allergies, special medications, etc.)*

The club is not considered a "Health Information Custodian" under Ontario legislation and therefore you are not required to provide certain health information such as your health insurance number. However, due to the nature of WA activities and for your own peace of mind and safety you are encouraged to voluntarily provide information that may be important for ensure prompt healthcare attention should it be required.

#### **WE COLLECT PERSONAL INFORMATION: SECONDARY PURPOSES**

Like most organizations, we also collect, use and disclose information for purposes related to, or secondary to, our primary purposes. The most common example of our related and secondary purpose is as follows:

1. To provide and/or encourage trips events of interest to members. WA may ask members to indicate what type of related activities they are interested in. Activity information may be aggregated together and made available to others in a format that does not identify any specific individual.

#### **PROTECTING PERSONAL INFORMATION**

We understand the importance of protecting personal information. For that reason, we have taken the following steps:

- Paper information is under the supervision of the membership coordinator.
- Electronic hardware used for website access to information is secured in a secure, cloud-based virtual machine and/or in locked or restricted area at all times. In addition, passwords are used on computers to further restrict access.
- Designated trip leaders are informed of the reasons for the information and are made aware of the club's privacy policy.
- External consultants, agencies and affiliates are not permitted access to personal information.

#### **RETENTION AND DESCTRUTION OF PERSONAL INFORMATION**

We need to retain personal information for some time to ensure that we can answer any questions you might have about the past services provided, for accounting reasons, and as a means of contacting members of previous years to solicit renewal of membership and to inform them of upcoming events that may be of interest to them (a club anniversary, for example). However, if asked, we will remove and delete such contact information.

We destroy paper files containing personal information by shredding. We destroy electronic information by deleting it and, when the hardware is discarded, we ensure that the data on the hard drive is made unrecoverable.

### **YOU CAN LOOK AT YOUR INFORMATION**

You have the right to see what personal information we hold about you. If you believe there is a mistake in the information, you have the right to ask for it to be corrected. If you wish to amend your personal information held by WA email a request change to [info@wildernessadventurers.com](mailto:info@wildernessadventurers.com) or any member of the club's current executive.

### **DO YOU HAVE A CONCERN?**

You can address any questions or concerns you might have to any of the club's current executive members. Since the club's executive members change from year to year you should consult the member section of the club's website for the most up-to-date contact information. Alternatively, you can address any questions or concerns to the club's email address: [info@wildernessadventurers.com](mailto:info@wildernessadventurers.com).

Additional information for privacy policy legislation in Canada including the *Personal Information Protection and Electronic Documents Act (PIPEDA)* can be obtained through the Privacy Commissioner of Canada's website at [www.priv.gc.ca](http://www.priv.gc.ca).