

	<b>EDMONTON PICKLEBALL CLUB</b>		Policy No.	<b>4</b>
			Effective Date	January 29, 2019
	<b>Privacy Policy</b>		Revision Date	January 29, 2019
			Page No.	Page 1 of 2
Approvals	<b>Signed "Helen Thomson", President</b>			

## Purpose

Edmonton Pickleball Club (EPC) is committed to safeguarding personal information entrusted to us by our members. EPC manages members' personal information in accordance with Alberta's Personal Information Protection Act (PIPA) and other applicable laws. This policy outlines the principles and practices EPC follows in protecting members' personal information.

## Scope

This Policy will apply to all EPC members and to any person or entity which provides services on EPC's behalf.

## Collection of Information

EPC collects information including members' names, ages, addresses, telephone numbers, pickleball player rating and emergency contact information. This information is collected from:

- Member registrations
- Donors and sponsors of events
- Others who have signed up to receive EPC newsletters

## Use of Information

EPC collects only the personal information needed for the purposes of better serving club members and expanding community support. This includes:

- Provision of information about events, membership and scheduled play
- For service phone calls and emails to members as needed
- For audit purposes

## Disclosure of Information

EPC treats its obligations with respect to the use and disclosure of members' personal information very seriously. EPC will only use or disclose personal information for the primary purpose for which it was collected or for a purpose that members would reasonably expect it to be used. EPC shares personal information collected with Pickleball Canada and Pickleball Alberta. Otherwise, EPC will not share, sell, or rent members' personal information.

EPC members shall not use other members' personal information for purposes other than purposes supported and approved by EPC.

### **Storage of Information**

EPC stores personal information in its database(s) on a secure server. Only authorized EPC personnel have access to this information.

### **Accountability**

Members having questions or concerns about EPC's privacy policy should contact Ran Newby, Vice President, Edmonton Pickleball Club. [rananewby@gmail.com](mailto:rananewby@gmail.com)  
587.599.2867

For more information about Alberta's Personal Information Protection Act (PIPA), visit <https://servicealberta.ca/pipa-overview.cfm>

### **Revision History**

<b>Date</b>	<b>Rev. No.</b>	<b>Change</b>
January 29, 2019		New policy.

### **References**

Edmonton Pickleball Club Privacy Policy