



TITLE	Privacy policy
TYPE	Policy
ENTRY IN FORCE	June 1, 2026
DATE OF LAST REVIEW	December 2, 2025
FREQUENCY OF REVIEW	Triennial
TARGET COMPONENT	Pickleball NB- Executive & Directors
RESPONSIBLE SECTOR	Pickleball NB-General
DISTRIBUTION	<ul style="list-style-type: none"><li>- Executive &amp; Directors</li><li>- Affiliated Clubs</li><li>- Members</li></ul>
ADOPTED ON	December 2, 2025

## 1. SUMMARY

Pickleball New Brunswick is committed to safeguarding the personal information entrusted to them by the members. Pickleball NB manage personal information in accordance with New Brunswick's Personal Information Protection Act (PIPA) and other laws such as the Personal Information and Protection of Electronic Documents Act (PIPEDA), when applicable. Personal information collection is necessary to ensure the ongoing provision of services to our member facilities and their individuals.

This Privacy Policy will detail Pickleball New Brunswick's practices and principles that will be followed to protect the personal data of our membership.

## 2. ELEMENTS OF THE POLICY

### 2.1 Collection of personal information

Unless the reason for collecting personal information is obvious and the individual provides their personal data for that purpose, Pickleball New Brunswick will communicate the purposes for which data is being collected either orally or in writing, before or at the time of

collection. Pickleball New Brunswick may collect data directly from individuals or indirectly from a member Pickleball club with consent or as authorized by law.

Pickleball New Brunswick will collect only the personal data necessary to fulfill the following purposes:

- a) To ensure the health and safety of members, participants, employees, and the public.
- b) To confirm the eligibility of members to participate in Pickleball New Brunswick events including its competitions, camps, clinics, and meetings.
- c) To comply with Pickleball New Brunswick's legal obligations.
- d) To inform individuals of Pickleball New Brunswick programs, benefits, services, and fundraising opportunities (e.g.- online raffles)
- e) To deliver requested products or services
- f) To maintain participant and member lists and to administer related benefits.
- g) To register participants in Pickleball New Brunswick courses, programs, competitions, or events
- h) To maintain emergency contact information for program participants
- i) To fulfill grant reporting requirements
- j) To track participation, guide planning, and inform advocacy efforts to demonstrate social value and community impact.
- k) Newsletter distribution
- l) To provide to Pickleball Canada for use pursuant to Pickleball Canada's Privacy Policy

## **2.2 Using and disclosing personal information**

Pickleball New Brunswick will only use or disclose information for the purposes identified above or for a purpose identified at the time of collection.

We will not use or disclose an individual's information for any additional purposes unless consent is obtained to do so.

Pickleball New Brunswick will not sell membership lists to any third parties

## **2.3 Consent**

Consent will be obtained to collect, use, or disclose personal information except in the following limited circumstances:

- a) In an emergency that threatens an individual's health, life, or personal security

- b) When the personal information is publicly available (such as phone numbers in a directory)
- c) When the collection, use or disclosure of personal information is permitted or required by law.
- d) When we require legal advice from a lawyer

Consent may be provided in writing, electronically or orally (either in person or over the telephone).

In cases that do not involve sensitive information we may rely on “opt-out” consent. Consent may be implied where an individual is given notice and reasonable opportunity to opt-out of their personal information being used for mail-outs, the marketing of new services or products or fundraising and the individual does not opt-out.

Pickleball New Brunswick assumes consent to use, and where applicable, disclose personal information that we have already collected, for the purpose for which the information was collected

An individual member may withdraw consent to the use and disclosure of personal information at any time unless personal information is necessary for Pickleball New Brunswick to fulfill its legal obligations.

Business contact information and other information that is publicly available is exempt from this policy as this type of information is not considered personal information and may be collected, used, and disclosed without consent.

#### **2.4 Storing, securing and maintaining accuracy of personal information**

Pickleball New Brunswick is committed to ensuring the security of the personal information provided to us by our members. Pickleball New Brunswick protect personal information in a manner appropriate for the sensitivity of the information and make every reasonable effort to prevent any loss, misuse, disclosure, or modification of personal information, as well as any unauthorized access to personal information.

Pickleball New Brunswick will protect personal information using a range of measures which include:

- a) Shredding paper records and permanently deleting electronic records.
- b) Locking filing cabinet.
- c) Performing employee security clearances and restricted “need to know” access.
- d) The use of passwords on all Pickleball NB computers
- e) Continually reviewing and updating our security policies as technology changes

Pickleball New Brunswick will retain personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

**3 UPDATE OF THE POLICY**

The policy will be reviewed on a triennial base, or as operational needs dictate.

**4 ENTRY IN FORCE**

This policy will enter into force on June 1, 2026.