



March 25, 2015

## Unit 390 Privacy Policy

**Whereas** members of the ACBL supply private information (names, telephone numbers, email addresses, etc.) to the ACBL when they apply for membership, and

**Whereas** the ACBL subsequently gives this information to each Unit (normally to the Membership Coordinator on the Unit's Board of Directors (the "Board"), and

**Whereas** the Board would like to use the contact information from time to time to advertise activities consistent with our Mission, and

**Whereas** contact information of members is published regularly in the Unit 390 telephone book, and

**Whereas** Unit 390 wishes to abide by the general intent of the Alberta Personal Information Privacy Act ("PIPA") notwithstanding that the Unit operates under the Societies Act and is generally exempt from PIPA, and,

**Whereas** consistent with PIPA, the Unit wishes to protect individual privacy by requiring private individuals and private sector organizations to obtain written consent for the collection, use and disclosure of any unit member's personal contact information, recognizing that the Unit has an obligation to protect the private information it possesses, and,

**Whereas** the ACBL stipulates that the use of available member information for the purposes of compiling a published membership directory must have an "opt out" feature for existing members and an "opt in" feature for new members, and,

**Whereas** the Unit or a club may use the available names to advertise their bridge activities which does not require an opt-in requirement, therefore,

### **In consideration of the foregoing,**

1. The Board is responsible for implementing this Privacy Policy.
2. The Unit Membership Coordinator or designate acts as the privacy contact person.
3. Information which members have supplied to the ACBL in their applications for membership is given to the Unit by the ACBL in furthering the Unit's mission of "providing a positive environment for competitive bridge to flourish".
4. The contact information is used to advise members of upcoming bridge events and other activities

consistent with our Mission.

5. Membership information is administered by the Membership Coordinator or designate and is kept up to date and accurate with regular reports received from the ACBL and from members directly.
6. The Unit regularly publishes the Unit 390 Phone Book which contains member names and phone numbers..
7. Upon written request, contact information may be provided to other Board Members, heads of volunteer committees and bridge directors when the request in the view of the Membership Coordinator or the Board is clearly aligned with furthering bridge in the interests of the membership as a whole. In all cases the information is to be kept confidential and deleted at the earliest moment.
8. Member information including email addresses will not be given or sold to any individual, organization or entity that might use the information for purposes unrelated to our Mission.
9. No unit board member, club owner, or member at large, shall directly or indirectly, overtly or tacitly use member information to promote himself/herself, his/her business, and/or his/her position in that business. If such members wish to give promotional gift items to members at tournaments, written consent to do so must be obtained from the Board (for Sectionals) and from the District (for Regionals) and such consent should not be unreasonably withheld.