

Privacy Statement for The Langdon Older Kids Seniors Club in the Town of Langdon in the Province of Alberta

1. Purpose of This Privacy Statement

The Langdon Older Kids Seniors Club is committed to protecting the personal information of our members, volunteers, and guests. This Privacy Statement explains how we collect, use, disclose, and safeguard personal information in accordance with Alberta's **Personal Information Protection Act (PIPA)**.

2. What Personal Information We Collect

We collect only the information necessary to operate the club and provide services to our members. This includes:

- First and Last Name
- Date of birth
- Mailing address
- Email address
- Phone number
- Emergency contact information
- Photos or videos taken at club events (with consent)

We do **not** collect Social Insurance Numbers, financial account numbers, or other sensitive information unless required by law.

3. How We Use Personal Information

We use personal information for purposes such as:

- Managing memberships and renewals
- Communicating with members about club activities, events, and updates
- Organizing and administering events
- Maintaining volunteer and committee records
- Meeting legal or regulatory requirements

- Ensuring safety and emergency contact readiness
- AGLC requirement for using Casino funds to subsidize events.
- A membership list with only the first and last name may be distributed or shown to OK Club members.

We do **not** sell or rent personal information to third parties.

4. Consent

By becoming a member, volunteering, or participating in club activities, individuals consent to the collection and use of their personal information for the purposes outlined above. Consent may be withdrawn at any time, subject to legal or contractual restrictions.

5. Disclosure of Personal Information

We may disclose personal information only:

- To service providers assisting with club operations (e.g., email services, event registration tools, AGLC)
- When required by law
- With the individual's explicit consent

All third-party service providers must protect personal information in accordance with PIPA.

6. Protection of Personal Information

We take reasonable security measures to protect personal information from loss, unauthorized access, misuse, or disclosure. These measures may include:

- Password-protected digital files
- Restricted access to membership lists
- Using Blind CC feature for all distribution emails
- Secure payment processing
- Locked storage for physical documents

7. Retention and Destruction

Personal information is retained only as long as necessary to fulfill the purposes for which it was collected or as required by law.

When no longer needed, information is securely destroyed or anonymized.

8. Access to Personal Information

Individuals have the right to:

- Request access to their personal information
- Request corrections to inaccurate information
- Ask how their information has been used or disclosed

Requests can be made by email to the board of directors.

9. Contact Information

Questions, concerns, or requests regarding this Privacy Statement or personal information management can be directed to the **OK Club Board of Directors** at

langdonokclub@gmail.com

10. Updates to This Privacy Statement

This Privacy Statement may be updated from time to time. The most current version will always be available upon request or posted on our website.
