Privacy Policy

CPA Saint-Laurent values the privacy of our club members and customers. This privacy statement serves to disclose the privacy practices of this website, <u>www.cpastl.ca</u>

Collection and Use of Information

CPA Saint-Laurent limits the information we collect about our customers to only what is required, by the district of Saint-Laurent for leisure activities, by the region of Lac St. Louis Figure Skating and by the Skate Canada organization for being an active member of a figure skating club.

CPA Saint-Laurent will collect personal information such as names, addresses, email addresses, phone numbers, Medicare card numbers, leisure card numbers, etc. through your registrant and membership with our club, both of which are voluntary and may be cancelled at any time (reimbursements granted according to our refund policies).

CPA Saint-Laurent will use this information in order to:

- Communicate information relating to the operation and promotion of our club with members and program participants (i.e. member communications, organization details, current and future program information, club communications, event promotion and details, volunteer information, etc.);
- Arrange for instruction and encourage the practice and enjoyment of figure skating;
- Help organize and operate competitions and show performances;
- Communicate with prospective members about any and all club-related information;
- Enable our club committee and administrative staff to administer business activities, programs, and registrations (i.e., through completing program and event registrations, responding to questions, informing members about upcoming events, etc.);
- Register your membership with club-associated governing bodies to which you consent (e.g., Skate Canada)

Notice of collection statement:

Your personal information is required to register you with Skate Canada in any capacity, including, without limitation, as a Skate Canada registrant, coach or in connection with your affiliation with the CPA Saint-Laurent the Lac St Louis Figure Skating Region and to administer various services, such as Skate Canada events. Your personal information may also be exchanged with Skate Canada affiliates which includes the CPA Saint Laurent or Lac St Louis Figure Skating Region or provincial association or section. By submitting this form, you expressly provide your consent to the sharing of your personal information with Skate Canada and as described herein for purposes of registration and receipt of national services delivered by Skate Canada. We adopt the 10 Fair Information Principles into our privacy program, and employ reasonable measures to protect against unauthorized access, processing, disclosure, alteration, destruction or loss of your personal information.

Credit Card Information

CPA Saint-Laurent does not store any credit card number and security information (e.g. CVV numbers) online on our website, <u>www.cpastl.ca</u>

Release of Information

CPA Saint-Laurent does not sell, rent, or exchange identifiable client information with any third party except as described herein or as you may otherwise consent. All information gathered by CPA Saint-Laurent is kept strictly confidential. We respect your privacy and confidence as a valued member of our club. CPA Saint-Laurent may also provide your personal information where we are required as permitted to do so by law.

Website "cookies" and IP addresses

CPA Saint-Laurent may use "cookies" to track your web browsing and registration activities and preferences on <u>www.cpastl.ca</u>. Cookies are small pieces of data sent from a website and stored in your web browser while you are browsing the website. Cookies help websites to remember information, such as items added in a shopping cart, and to record your browsing activity, including button selections, logging in, etc.

CPA Saint-Laurent's website may log IP addresses and browser details during your site visit.

Protecting Your Information

CPA Saint-Laurent is committed to the protection of our members' information. Sensitive and personal information is kept secure and strictly confidential. Our website maintains appropriate safeguards and security measures and we retain your information only for the duration that it is required for the purposes previously stated. Only the committee members and administrative staff involved in data processing have access to this data; in the event that any other club member is found in violation of our security and privacy policies, rest assured that strict disciplinary and/or legal action will be taken.

If you have any questions about this privacy policy or the practices of this website, we encourage you to please send us an email at <u>cpa.stlaurent@gmail.com</u> or call our office directly at (514) 334-2619 to discuss your concerns. You may also send mail to:

CPA Saint-Laurent 2345 Thimens Saint-Laurent, Quebec H4R 1T4

CPA Saint-Laurent reserves the right to periodically change this privacy policy.