CALEDONIA
NORDIC • SKI • CLUB

P.O. Box 1243,
Prince George BC, V2L 4V3
PHONE/FAX 250.564.3809

Privacy Policy

Effective Date: October 19, 2026
Approved by: 2026 CNSC Board of Directors

1. Purpose

The purpose of this policy is to establish how Caledonia Nordic Ski Club (CNSC) collects, uses, discloses, safeguards, provides access to, corrects, retains, and disposes of personal information in accordance with British Columbia's Personal Information Protection Act (PIPA) and the records requirements of the Societies Act, as amended from time to time.

2. Accountability

CNSC is responsible for personal information under its control and has appointed a Privacy Officer to support compliance with this policy and PIPA. The Privacy Officer's role is fulfilled by the General Manager.

All inquiries or concerns regarding personal information may be directed to:

Privacy Officer (General Manager)
Caledonia Nordic Ski Club
250-564-3809
GM@Caledonianordic.com
PO Box 1243
Prince George, BC
V2L 4V3

3. Personal Information

"Personal information" means information about an identifiable individual, including but not limited to:

- Full name
- Mailing address
- Email address
- Phone number
- Membership status
- Emergency contact information
- Information related to participation in CNSC programs or activities

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Personal information does not include business contact information or publicly available information as defined by law.

4. Collection of Personal Information

CNSC collects only personal information that a reasonable person would consider appropriate in the circumstances and that is necessary for purposes including:

- Administering membership and participation;
- Registering individuals for programs, events, competitions, or services;
- Communicating with members and participants;
- Maintaining records required under the BC Societies Act (the "Act");
- Meeting legal, regulatory, insurance, or safety requirements; and
- Responding to emergencies or medical situations where necessary.

Before or at the time of collection, CNSC will identify the purposes for collecting personal information and provide the name or position title and contact information of a person who can answer questions about the collection. CNSC will collect personal information directly from the individual unless the individual consents to collection from another source or PIPA otherwise permits the collection.

5. Use and Disclosure of Personal Information

CNSC uses and discloses personal information only for purposes that a reasonable person would consider appropriate in the circumstances and for the purposes identified at the time of collection, unless the individual consents to another purpose or PIPA otherwise permits or requires the use or disclosure. These purposes include:

- Sending newsletters, notices, or CNSC updates;
- Contacting members regarding meetings, voting, volunteer opportunities, or programs;
- Registering members or participants with governing organizations where required (for example, Cross Country BC, Nordiq Canada);
- Filing reports or records required by government agencies or regulators;
- Responding to member requests permitted by law; and
- Supporting the safe operation of CNSC programs and activities.

CNSC may disclose personal information without consent where permitted or required by law, including where necessary to respond to emergencies or protect the health or safety of an individual.

CNSC does not sell, rent, or disclose personal information for advertising, marketing, or other commercial purposes.

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6. Register of Members

CNSC will maintain its register of members as required by the Societies Act. The register will be organized by class of member, if applicable, and will contain only each member's name and the contact information provided by that member.

A person entitled to inspect the register of members may request access in accordance with the Societies Act, CNSC's bylaws, and any applicable court order. Before inspection or a copy is provided, CNSC may require the person to provide the declaration permitted by the Societies Act.

- Information obtained from the register must be used only in connection with matters related to CNSC's activities or internal affairs.
- CNSC may refuse or restrict access where permitted under the Act or where it reasonably believes the information may be used for purposes unrelated to CNSC.
- Disclosure of the Register of Members to a member requires approval by CNSC board of directors prior to the release of information.
- CNSC will provide inspection or copies within the time and in the manner required by the Societies Act.

7. Consent

CNSC will obtain consent for the collection, use, or disclosure of personal information unless PIPA authorizes or requires otherwise. Consent may be express or implicit, depending on the circumstances and the sensitivity of the information, and will be sought for purposes that a reasonable person would consider appropriate.

For a minor who is incapable of exercising their rights under PIPA, the minor's guardian may give or refuse consent and may exercise the minor's access and correction rights, subject to PIPA and its regulations. An authorized representative may act for another individual where permitted by law.

Individuals may withdraw consent at any time, subject to legal, contractual, or operational restrictions. Withdrawal of consent may affect CNSC's ability to provide the individual with membership, programs, services, or participation opportunities.

CNSC will not, as a condition of supplying a product or service, require an individual to consent to the collection, use, or disclosure of personal information beyond what is necessary to provide that product or service.

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Where PIPA permits CNSC to collect, use, or disclose employee personal information without consent for reasonable purposes related to establishing, managing, or terminating an employment relationship, CNSC will provide the employee with the notice required by PIPA before doing so.

8. Safeguards

CNSC protects personal information through physical, organizational, and technological safeguards appropriate to the sensitivity of the information, including but not limited to:

- Locked filing cabinets or secure storage areas;
- Password-protected electronic systems and databases;
- Access limited to authorized individuals who require the information for Society purposes;
- Additional, reasonable administrative safeguards to prevent unauthorized access, use, disclosure, or loss as identified from time to time; and
- Training for staff and volunteers that handle member personal information in order to fulfill their roles and responsibilities with CNSC.

CNSC will require service providers that handle personal information on its behalf to use appropriate safeguards and to use and disclose the information only for authorized purposes. If a privacy breach occurs, CNSC will take reasonable steps to contain and assess the breach, mitigate foreseeable harm, document its response, and notify affected individuals or the Office of the Information and Privacy Commissioner for British Columbia where appropriate.

9. Accuracy

CNSC will make reasonable efforts to ensure that personal information collected, used, or disclosed is accurate and complete where it is likely to be used to make a decision that affects the individual or disclosed to another organization.

10. Access to Personal Information

Individuals may request access to their personal information by contacting the Privacy Officer. Subject to the exceptions in PIPA, CNSC will provide access to the individual's personal information under its control, information about how that information has been and is being used, and the names of the individuals and organizations to which it has been disclosed. CNSC will respond within 30 days, subject to any extension permitted by PIPA.

11. Corrections

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If an individual believes their personal information is inaccurate or incomplete, they may request a correction. If CNSC is satisfied on reasonable grounds that the information should be corrected, CNSC will correct it as soon as reasonably possible and, where appropriate, send the corrected information to each organization to which the inaccurate information was disclosed during the previous year. If no correction is made, CNSC will annotate the information with the requested correction.

12. Retention of Personal Information

CNSC retains personal information only as long as reasonably necessary for legal or business purposes. If CNSC uses personal information to make a decision that directly affects an individual, it will retain that information for at least one year after using it so the individual has a reasonable opportunity to obtain access. Personal information that is no longer required will be securely destroyed, deleted, or anonymized in accordance with applicable legal and operational requirements.

13. Complaints or Questions

Questions or complaints regarding this policy or CNSC's handling of personal information should be directed to the Privacy Officer. If a concern cannot be resolved, individuals may contact the Office of the Information and Privacy Commissioner for British Columbia.

14. Policy Review

This policy shall be reviewed by the Board of Directors at least every five (5) years, or sooner if required by legislative, governance, or organizational changes.

15. Acknowledgement

All persons to whom this policy applies are expected to read, understand, and comply with this policy.