

**ALBERTA BICYCLE ASSOCIATION (“ABA”)
PRIVACY POLICY**

Purpose of the Policy

This Privacy Policy (“The Policy”) covers a comprehensive range of standard practices that govern privacy and the use of information in at the Alberta Bicycle Association (“ABA”).

The Policy has been endorsed by the ABA Board of Directors (“Board”) taking effect on March 02, 2008 and operating until replaced. This policy and/or its attachments may be amended from time to time by *resolution of the Board*. The recommendation of human resources policies to the Board shall be done in compliance with the ABA Delegation of Authority and Policymaking Policy.

The Alberta Bicycle Association (“ABA”) collects personal information in the course of administering the sport of cycling in Alberta, when we provide you with services, and when you:

- (i) become a licensed member;
- (iv) subscribe to, or seek to be registered in or for, ABA programs or newsletters; and
- (v) access the ABA website.

(b) We most commonly collect personal information in relation to cycling participants, including without limitation players, officials, members, spectators, supporters, subscribers to our newsletters and promotional offers, and other persons.

(c) The types of personal information we may collect depends on the purpose for which it has been collected, but may include your name, address, email address, telephone number, playing history, purchasing preferences and financial details, among other things. We may also collect sensitive information about you (for example health information) where you consent; the collection is required by law or for insurance purposes; the collection is necessary for your health and safety, or to establish, exercise or defend a legal or equitable claim.

(d) Generally, if appropriate, we will tell you why we are collecting personal information and how we plan to use it, or these things will be obvious when we collect the information.

2. USE AND DISCLOSURE

(a) The ABA uses personal information about you for the following primary purposes:

- (i) administration of cycling in Alberta;
- (ii) registration, selection and insurance purposes;
- (iii) provision of cycling activities and services;
- (iv) assessing the level of interest in cycling; and
- (v) provision of the ABA and cycling information, materials and promotional opportunities by the ABA to you.

(b) When you visit our website, the ABA may record anonymous information which tells us about visitors to our website but not the identity of those visitors. For example, we may collect information about the date, time and duration of visits and which pages of our website are most commonly accessed to help us gauge the usage of our website. We may also use “cookies”. These are small pieces of information that allow an organization to track the websites browsed by a person and customize website information to that person’s requirements and interests. You may be able to adjust your internet browser to disable cookies. If

you do so, you may not be able to access some areas of our website or take advantage of the improved functionalities that cookies enable.

(c) The ABA may use your personal information for direct marketing where it is impracticable for us to obtain your prior written consent. When we do so, however, we will provide an express option for you to decline receiving any further marketing communications from us.

(d) We may from time to time disclose your personal information to our service providers, agents and contractors to help us provide and market services to you. If we do this, we generally require these parties to protect your information in the same way we do.

(f) In some cases we may transfer personal information about you to someone who is in a foreign country (for example Canadian Cycling Association, UCI).

3. DATA QUALITY AND SECURITY

(a) The ABA will also take reasonable steps to protect your personal information from misuse, loss and unauthorized access, modification or disclosure. However, as the internet is not a secure environment any information you send us via that method is sent at your own risk.

(b) Our website may contain links which enable you to access other websites. We are not responsible for the content or privacy practices of those sites.

(c) We will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed and if we are no longer obliged at law to retain that information.

4. ACCESS, CORRECTION AND INQUIRIES

(a) The ABA will take reasonable steps to make sure that the personal information we hold on you is accurate, complete and up-to-date. If you think that any information we hold about you is inaccurate, please contact us.

(b) In some circumstances you may gain access to the personal information which the ABA holds on you. If you wish to know what sort of personal information the ABA holds in relation to you, for what purposes it is held, and how we collect, hold, use and disclose that information, please contact us. Before supplying any personal information to you we must be reasonably satisfied as to your identity (for example, by having sighted a copy of your driver's license). The ABA is not under any obligation to provide personal information to you where it we are not required.

(c) All correction and access requests should be placed in writing and should set out as much information as you can about the information you seek, in order to help us retrieve it. We may charge an access fee to cover our costs of supplying personal information to you.

(d) If you have any queries or concerns about personal information which we may hold in relation to you, or our approach to privacy generally, please contact us:

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