

# Privacy Statement

TOPMADE DRAGON BOAT CLUB, TDBC, CALGARY, ALBERTA, CANADA  
2007 SEASON

---

## 1. OUR COMMITMENT TO PRIVACY

The Topmade Dragon Boat Club (herein referred to as "TDBC") is committed to protecting the privacy of our Members. For that reason, we have taken, and will continue to take, measures that protect the privacy of personal information held by us.

This Privacy Statement provides you with details regarding: (1) why we collect personal information; (2) what we do with that information; (3) the steps we take to ensure that access to that information is secure; (4) how you can access personal information pertaining to you; and (5) who you should contact if you have concerns or questions about our policies or practices.

We reserve the right to change this Privacy Statement at any time; however, any changes or additions to Section 5 regarding the reasons we use personal information will not apply to you unless you consent to them. We will alert you when changes have been made by indicating, at the top of Privacy Statement, the date that it was last updated.

## 2. WHAT IS PERSONAL INFORMATION?

Personal information means information that would allow a specific individual to be identified or information that can be directly associated with an individual. For example, this includes your name, postal or e-mail address, telephone number, demographic information, social insurance number, banking information and financial history.

## 3. WHEN DO WE COLLECT PERSONAL INFORMATION?

We only collect personal information that is strictly necessary for the purposes outlined in section 5. We collect personal information at the beginning of each season with the TDBC (including medical history, etc.), when you contact us, or when dealing with the Alberta Dragon Boat Racing Foundation (herein referred to as "ADBRF") or any other related organization.

## 4. HOW DO WE USE PERSONAL INFORMATION?

As part of our business operations, we hold and use certain personal information pertaining to you in order for you to participate in the sport of dragon boat racing, to process your requests, provide you with outstanding services, and communicate with the TDBC, ADBRF and other related organizations on your behalf. Specifically, we may use personal information for the following purposes:

- Registering you as a member of the TDBC;
- Rostering you as a member of the TDBC to race in the ADBRF dragon boat festival;
- Rostering you as a member of the TDBC to race in any out of town dragon boat festivals;
- Participating in other related Team functions.

Personal information, that we collect in accordance with this Privacy Statement, may be shared with TDBC affiliates, for the purposes listed above, provided that such shared information is required for and is used and disclosed only for such purposes. Personal information may also be disclosed to unaffiliated third parties, as may be required, in which case we will require such third parties to adhere to the terms of this Privacy Statement.

# Privacy Statement

TOPMADE DRAGON BOAT CLUB, TDBC, CALGARY, ALBERTA, CANADA  
2007 SEASON

---

## 5. WHEN DO WE SHARE PERSONAL INFORMATION?

From time to time, we engage unaffiliated third parties to perform certain services. In these circumstances, the personal information that the non-related organization receives is limited to only the personal information held by us that they require in order to render their service(s) to us. The companies that are provided with the personal information are first required to sign an agreement that obligates them to keep the information confidential and secure and prohibits them from using it for unauthorized purposes.

We will disclose personal information if the ADBRF, a law, regulation, search warrant, subpoena or court order legally authorizes us or requires us to do so, or to protect the rights, property or personal safety of TDBC, our members or other persons of the public.

## 6. HOW AND WHEN WE DISCLOSE PERSONAL OR FINANCIAL INFORMATION?

In the course of providing you with access to TDBC, from time to time, we collect, generate and use personal information to provide you with the services that you request, to obtain or register and be a member of the TDBC to participate in any and all dragon boat races and other functions as the Club may participate in.

## 7. HOW LONG DO WE HOLD PERSONAL AND FINANCIAL INFORMATION

Personal information is retained only for so long as is necessary for the purposes set out above. When no longer required, we will destroy, erase, or de-personalize the personal information. Legal requirements may necessitate retaining some or all of the personal information we hold for a period of time that is longer than we might otherwise hold it.

## 8. ACCURACY

To ensure that the personal information you provided is accurate, complete and up to date, we encourage you to provide us with updates regarding such information and to inform us of any errors affecting the personal information we hold.

## 9. SECURITY MEASURES

We will continue to keep in place security measures in an effort to protect personal information held by us from unauthorized use, access, disclosure, distribution, loss or alteration. We employ physical, administrative, contractual and technological safeguards to appropriately protect personal and financial information. Access to personal information will be restricted to our authorized personnel who require the information in order to perform their duties properly. In addition, access will be limited to only that information that is strictly necessary for the performance of those duties.

# Privacy Statement

TOPMADE DRAGON BOAT CLUB, TDBC, CALGARY, ALBERTA, CANADA  
2007 SEASON

---

## 10. ACCESSING PERSONAL INFORMATION

Our Members are entitled to access the personal information held by us concerning them. In recognition of the importance we attach to each Member's personal information, you can only access personal information we hold about you, but no personal information about your spouse or others who may be a member of the TDBC as well. Under *limited* circumstances, we may give you access to personal information that we hold about others, but only if permitted by law (for example, a parent or guardian may, in certain instances, be given access to the personal information of a child). You can access the personal information on a form we provide. We will generally respond to your request for information within thirty (30) days, unless, for reasons beyond our control, a longer response time is necessary, in which case you will be advised accordingly. While our response will generally be provided at no cost, you will be informed in advance of any charges that may apply in connection with the information request. Charges may relate to the transcription, reproduction or transmission of personal information held by us.

In very limited circumstances, we may not be able to supply personal information for reasons of a legal nature, including privileged communications between the TDBC and Member or a pending judicial proceeding. In each case, we will provide written reasons outlining why your request for access has not been granted by us.

## 11. COMPLAINT PROCESS

If you are not satisfied with or wish to submit comments concerning this Privacy Statement or its application by us, we invite you to convey your concerns or suggestions, in writing, to the:

Topmade Dragon Boat Club  
Attention: Arnold Ngai  
#1, 2620 22 Street NE  
Calgary AB T2E 7L1.

We will reply as quickly as possible and inform you of the steps, if any, that has been or will be taken in order to address the concern or implement the suggestion.

# Privacy Statement

TOPMADE DRAGON BOAT CLUB, TDBC, CALGARY, ALBERTA, CANADA  
2007 SEASON

---

<b>REQUEST TO ACCESS PERSONAL INFORMATION</b>
---

NAME: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

REASON FOR ACCESS TO PERSONAL INFORMATION:

REQUEST GRANTED?     YES     NO    IF YES, DATE REQUEST GRANTED: \_\_\_\_\_

IF NO, REASON:

--

DATE MEMBER REVIEWED PERSONAL INFORMATION: \_\_\_\_\_