



PRIVACY POLICY

Intent

The Prince Edward Fitness and Aquatic Centre (PEFAC) is committed to protecting the privacy and personal information of its employees, members and users. We value the trust of those we deal with and recognize that maintaining this trust requires that we be accountable in how we treat information that is shared with us.

PEFAC gathers and uses personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or sharing of this information is subject to their consent. PEFAC shall indicate either verbally, electronically or in writing, at or before the time personal information is being collected, the purpose for which it is being collected.

Personal Information

Personal information is any information that can be used to distinguish, identify, or contact a specific individual. This information can include an individual's opinions and beliefs, as well as facts about, or related to, the individual.

Business contact information, and other publicly available business information, such as names, addresses and telephone numbers as published on-line or in telephone directories, are not considered personal information. Where an individual uses their home contact information as business contact information as well, we consider that the contact information provided is business contact information, and is not therefore subject to protection as personal information.

Personal information includes but is not limited to:

- Telephone numbers
- Email addresses
- Home addresses
- Banking information
- Information about physical or mental health
- Photos

Privacy Practices

Personal information gathered by PEFAC is required to be kept confidential. PEFAC's personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We

also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.

Personal information will be shared with our membership data system delivered by MindBody. This company has their own policies and security features in place to ensure the protection of this information. More details on MindBody can be found on their website (<https://www.mindbodyonline.com/>) and specifically on their Security pages (https://company.mindbodyonline.com/security?_ga=2.45534310.330053642.1624720112-408943682.1624720112)

Consent

The knowledge and consent of an individual is required for the collection, use or disclosure of personal information, except where not required by law. This knowledge and consent is contained within PEFAC's membership agreement with all users.

For children under 12 years of age, we obtain permission from a parent or legal guardian to collect and use personally identifiable information about a child.

Procedures

All personal information provided to PEFAC will be stored in a secure manner, accessible only to those authorized to do so by the General Manager.

PEFAC shall not disclose any personal information to any other member or user.

PEFAC shall not disclose any personal information to any staff person other than if the staff person has a need of this information for the purpose for which it has been collected.

If PEFAC wishes to take and potentially use your photograph, we will ask you to sign a media release in advance.

Approved by The Board of Directors, July 7, 2021:

Signed, on behalf of PEFAC's Board of Directors
Bill Halman, Chair

Date