

**Canoe Bay Sailing Club**  
**PO BOX 20021 Beacon Ave RPO, Sidney, BC V8L 5C9**  
**info@cbsc.sidneybc.ca**

Privacy Policy  
Effective: 09 April 2026

The Canoe Bay Sailing Club is responsible for handling personal information in a lawful, transparent, and secure manner. This Privacy Policy outlines how the Club collects, uses, and protects personal information under applicable privacy laws.

Part 1 - Introduction.....	2
1.1    Definitions.....	2
Part 2 - Information We Collect.....	2
2.1    Information You Provide.....	2
2.2    Information Collected Automatically.....	3
2.3    Cookies and Tracking Technologies.....	3
Part 3 - How We Use Personal Information.....	3
3.1    Use of Your Personal Data.....	3
3.2    When We Share Personal Information.....	3
3.3    Service Providers.....	4
3.4    Public Racing Pages.....	4
3.5    Legal Requirements.....	4
3.6    Organizational Changes.....	4
3.7    How We Protect Your Information.....	4
3.8    Data Retention.....	5
3.9    Your Rights Under PIPA.....	5
3.10   Transfers of Personal Information.....	5
3.11   Children’s Privacy.....	5
Part 4 - Additional Legal and Administrative Provisions.....	5
4.1    Links to Other Websites.....	5
4.2    Updates to This Policy.....	5
4.3    Contact Us.....	6

## **Part 1 - Introduction**

Canoe Bay Sailing Club (“the Club”, “we”, “us”, “our”) is committed to protecting the privacy of our members, volunteers, race participants, and website visitors. This Privacy Policy explains how we collect, use, disclose, and safeguard your personal information in accordance with British Columbia’s Personal Information Protection Act (PIPA) and, where applicable, Canada’s Personal Information Protection and Electronic Documents Act (PIPEDA).

By accessing our website or participating in Club activities, you consent to the practices described in this Policy.

### **1.1 Definitions**

For clarity and consistency, the following terms have the meanings set out below:

- a) Account - A unique profile created to access Club services.
- b) Club - Canoe Bay Sailing Club, PO BOX 20021, Beacon Ave RPO, Sidney, BC V8L 5C9.
- c) Device - Any device capable of accessing our website.
- d) Personal Information - Information about an identifiable individual, as defined under PIPA.
- e) Service - The Club website and online services.
- f) Service Provider - Third-party organizations supporting our website, membership system, or race tools.
- g) Usage Data - Technical information automatically collected when you use our website.
- h) You - Any individual accessing or using the Service.

## **Part 2 - Information We Collect**

### **2.1 Information You Provide**

We collect only the information reasonably required to operate the Club, manage memberships, and run events:

- a) Name.
- b) Email address.
- c) Phone number.
- d) Mailing address.
- e) Emergency contact (optional).
- f) Boat name, sail number, PHRF rating.
- g) Membership and race registration details.
- h) Payment information (processed securely by third-party providers).

### **2.2 Information Collected Automatically**

We collect Usage Data, including:

- a) IP address.

Privacy Policy  
Effective: 09 April 2026

- b) Browser type and version.
- c) Pages visited.
- d) Time and date of visits.
- e) Time spent on pages.
- f) Device identifiers and diagnostic data.

### **2.3 Cookies and Tracking Technologies**

We use cookies to:

- a) Support login functionality,
- b) Remember user preferences, and
- c) Analyze website performance.

You may disable cookies in your browser settings, but some features may not function.

## **Part 3 - How We Use Personal Information**

### **3.1 Use of Your Personal Data**

We use your information only for purposes a reasonable person would consider appropriate for a volunteer-run sailing club. We use your information to:

- a) Manage memberships and renewals.
- b) Administer races, events, and volunteer coordination.
- c) Publish race entry lists and results (boat-related data only; no contact details).
- d) Maintain website functionality and security.
- e) Respond to inquiries and support requests.
- f) Send Club updates, notices, and event information.
- g) Meet legal and insurance obligations.
- h) Improve our website and services through analytics.

We do not sell or rent personal information.

### **3.2 When We Share Personal Information**

We disclose personal information only when necessary and in accordance with PIPA.

### **3.3 Service Providers**

We may share information with trusted third-party providers who support:

- a) Website hosting.
- b) Membership management.
- c) Race management tools.
- d) Email communications.

These providers may access personal information solely to perform services on our behalf.

### **3.4 Public Racing Pages**

Boat-related entry data (boat name, sail number, PHRF rating) may be publicly visible on race pages.

Personal contact information is never published.

### **3.5 Legal Requirements**

We may disclose information if required by:

- a) Law.
- b) Court order.
- c) Regulatory authority.

### **3.6 Organizational Changes**

If the Club undergoes restructuring or merges with another organization, personal information may be transferred as part of that process.

### **3.7 How We Protect Your Information**

We take reasonable security measures to protect personal information from unauthorized access, loss, or misuse. These measures include:

- a) Encrypted website connections.
- b) Access controls.
- c) Secure data storage practices.

No method of online transmission is completely secure, but we use industry-standard safeguards.

### **3.8 Data Retention**

We retain personal information only as long as necessary to:

- a) Fulfill the purposes outlined in this Policy
- b) Meet legal, insurance, or regulatory requirements

Usage Data may be retained for shorter periods unless required for security or functionality.

### **3.9 Your Rights Under PIPA**

You have the right to:

- a) Request access to your personal information.

Privacy Policy  
Effective: 09 April 2026

- b) Request corrections to inaccurate information.
- c) Withdraw consent (subject to legal or contractual restrictions).
- d) Request deletion of personal information.

Requests can be made by contacting the Club.

### **3.10 Transfers of Personal Information**

Your information may be stored or processed outside British Columbia or Canada by our service providers. We ensure that reasonable safeguards are in place before any transfer occurs.

### **3.11 Children's Privacy**

Our services are not directed to children under 13. We do not knowingly collect personal information from children. If you believe a child has provided personal information, please contact us so we may remove it.

## **Part 4 - Additional Legal and Administrative Provisions**

### **4.1 Links to Other Websites**

Our website may contain links to third-party sites. We are not responsible for their privacy practices or content.

### **4.2 Updates to This Policy**

We may update this Privacy Policy from time to time. When changes occur, we will:

- a) Update the "Effective" date.
- b) Post the revised version on our website.

### **4.3 Contact Us**

For questions, concerns, or privacy requests under PIPA, contact: [info@cbsc.sidneybc.ca](mailto:info@cbsc.sidneybc.ca).