



**Sudbury Cycling Club
Privacy Policy**

“Organization” refers to Sudbury Cycling Club (SCC). Last Reviewed March 2023

Definitions

1. The following terms have these meanings in this Policy:^[1]

- a) “Individual” – Those engaged in activities with the SCC including, but not limited to Riders and those serving on the Board of Directors of the SCC. This does not include 3rd party individuals who the SCC contacts for booking services or events, staff where the SCC holds events, etc.
- b) “Rider” – An Individual who has chosen to join the SCC, fully paid the yearly fees, reads and understands all documents, and is a member in good standing
- c) “Director”- Those Individuals who were voted on for the Board of Directors for the current calendar year.
- d) “Personal Information” – any information about an individual that the SCC collects when the Individual registers to become a member of the SCC (through the Canadian Cycling Network)

Introduction

2. The SCC respects the privacy of Individuals. The Board of Directors of the SCC will go to all efforts to ensure personal information is not released to anyone or any group outside of the SCC without justification to and by the Board of Directors.

Privacy in the SCC

- a) 3. The Organization shall maintain a register of members of the Organization and standing committee members showing their last known address. (as referenced in the SCC Membership Policy 5.b)” the individual must submit the following applicable information:
 - i. Name
 - ii. Address
 - iii. Telephone number
 - iv. Email address
 - v. Date of Birth

a) Within the bylaws, “The Corporation” refers to the Sudbury Cycling Club (SCC)

Information Collected

4. The SCC collects the following personal information from Individuals when they register to become a member of the SCC (through the Canadian Cycling Network):

- a) the individual must submit the following applicable information:
 - i. Name
 - ii. Address
 - iii. Telephone number
 - iv. Email address
 - v. Date of Birth

Information Access – Immediate

5.The Membership Chair has immediate access to the information in Section 4:

Information Access – Ride Coordinators

6. The Membership Chair will provide a list of Individuals with first and last names only to the Ride Coordinators for all SCC sanctioned rides, for the purpose of ensuring they are current members of the SCC and are eligible for OCA insurance coverage.

Information Access – Emergencies

7. Individuals are encouraged to carry with them their Emergency Contact Name, Emergency Contact Telephone Number, Emergency Contact Relationship and Medical Conditions or Allergies, either on a tag or on their bike.

- a) In the event that an Individual is in an accident but are conscious, they are encouraged to allow their Emergency information to be released such that another member can notify the emergency contact, as per section 8 of the Concussion Guidelines and Return to Compete Policy.
- b) In the event a member is unconscious, EMS will be notified.

Communications

8. The Membership Chair, and President will be provided a list of individuals for the Contact List.

- a) The President will only be provided the names and email addresses

9. Individuals will only receive official SCC communications in the form of emails from the following two email addresses:

- a) Sudburycc@gmail.com
 - a. This email address is SCC's general account. The President uses this account for the purposes of contacting individuals in the event of an accident (e.g. as a witness)or any other specific communication needs such as discipline, appeals, and other pertinent information.
 - b) an email address chosen by the Communications Director

a. The other Directors will use an email address for the purposes of sending communications emails with content related to the LCC's programs, events, fundraising, activities, and other pertinent information.

10.Please note that emails sent to the email address sudburycc@gmail.com are automatically forwarded to the President.

- a) This email address is the general email address for the SCC. The purpose of having more than one Board Member with email access is to ensure coverage to resolve any issues quickly.
- b) Any confidential emails for the Presidents' attention should be marked as Confidential.

Ontario Cycling

11.Notwithstanding the information above, so long as the SCC is an affiliated member of Ontario Cycling (OC), the OC may have their own privacy policy and request information, which Individuals shall agree to when they join the SCC.

Facebook

12.Not with standing the policies above, so long as the SCC has a page on Facebook, Individuals are expected to comply with all privacy and personal information requirements of Facebook.

Photography

13.From time to time, Individuals or the Board of Directors may wish to take photos of the club's activities. These photos are sometimes posted on the SCC's website, Facebook page, or used in general promotions for the SCC.

- a) Any Individual that wishes to take a photo with other Individuals in the photo is required to announce it to all other Individuals in advance.
- b) Any Individual who does not wish to be in the photo shall announce it to all other Individuals, and take it upon themselves step aside such as not to be in the photo.

14.Should an existing photo be desired for use on SCC's website, social media or promotional material, written concurrence must be provided by all members prior to use.