

Buffalo Target Shooters Association

Privacy Policy

February 2010

Buffalo Target Shooters Association (BTSA) is committed to protecting the privacy of members whose personal information is held by the Club. Any personal information provided to BTSA is collected, used and disclosed in accordance with the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) and Alberta's Personal Information Protection Act (PIPA).

Purpose for Collecting Information

BTSA collects personal information from its members in order to properly serve its members needs. Information collected includes:

- Name of member and names of any affiliated family members
- Address
- Telephone and Fax number(s)
- Electronic mail address(es)
- Information regarding eligibility for membership in BTSA and the Alberta Provincial Rifle Association (APRA)
- Interests regarding shooting sports, and
- Financial information regarding payment of club fees or other financial transactions with BTSA

Use of Personal Information

The information collected is used to fulfil our obligations to you as set out in the BTSA bylaws in order to provide specific services as required. Our uses of your personal information include:

- Collecting and maintaining a list of members;
- Identifying and contacting members;
- Assigning a membership number;
- Providing mail-outs and other information to members;
- Processing club membership dues and donations;
- Conducting research;
- Organizing shooting events and other events

BTSA will only collect information as needed to fulfill its responsibilities to you as a member. BTSA assures you that your information will only be used for the purposes stated.

From time to time BTSA may collect additional information in order to fulfill our obligations to you or to provide specific services. This information will only be collected

as required and with your express consent. When this occurs you will be fully informed of the reasons for collection of that information and how the information will be used. Should you wish to withdraw your consent for BTSA to collect personal information, you should be aware that it may affect your ability to maintain your membership in BTSA and/or our ability to provide you with membership services.

BTSA will only keep your information as long as it is necessary to fulfil the purposes for which it was collected. Personal information used to make decisions about an individual will be kept for at least one year so as to provide the individual with reasonable access to it. Personal information will be destroyed as soon it is no longer needed.

Protection of Personal and Private Information

BTSA is committed to protecting any personal information collected from unauthorized use or disclosure. Our commitment means that BTSA:

- Will use your personal information only for the purposes we have identified;
- Will not disclose your personal information without your permission unless required to do so by law;
- Will not sell, rent or trade our mailing list. Personal information is only disclosed to third parties (such as APRA) with whom BTSA has a binding relationship;
- Will employ appropriate security measures to ensure only authorized individuals have access to your personal information. Security measures will include “need to know access”, locking filing cabinets, and technical protection such as electronic passwords, firewalls and encryption as appropriate;
- Will keep your personal information only as long as required;
- Will, when your personal information is no longer required, destroy it in a confidential, secure method.

Your Rights to Access Information

As prescribed by the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) and the Alberta Personal Information and Privacy Act (PIPA), you have certain rights of access and correction in regard to your personal information.

Requests for access to your personal information, or corrections and any complaints, concerns, or questions must be made in writing and directed to:

BTSA Executive
PO Box 394
300, 8120 Beddington Blvd NW
Calgary, Alberta
T3K 2A8