

Rotary Club of Calgary at Stampede Park

Privacy and Personal Information Policy

1. Purpose

The Rotary Club of Calgary at Stampede Park (“the Club”) is committed to respecting and protecting the privacy of its members, volunteers, donors, sponsors, charitable partners, event participants, applicants, guests, employees, contractors, and other individuals whose personal information is entrusted to the Club.

Personal information provided to the Club is collected for the purpose of carrying out the Club’s charitable, community, membership, administrative, fundraising, fellowship, and Rotary-related activities.

Personal information collected through the Club must not be used for the personal, professional, financial, or commercial advancement of any individual, member, business, organization, or third party unless the individual concerned has independently and expressly consented to that use.

The Club will collect, use, disclose, retain, and protect personal information responsibly and in accordance with applicable privacy legislation and generally accepted privacy principles.

2. Scope

This policy applies to:

- All current Club members;
- Employees and contractors, if applicable;
- Volunteers;
- Individuals who are provided access to Club records, databases, directories, applications, registration systems, mailing lists, or other information; and
- Third-party service providers who handle personal information on behalf of the Club.

This policy applies to information in electronic, paper, verbal, photographic, video, database, email, spreadsheet, directory, registration, application, and other formats.

3. What Is Personal Information?

Personal information means information that can be used to identify a particular individual (for example, name, address, phone number, e-mail, photograph).

4. Principles Governing Personal Information

The Club will:

Collect only what is reasonably necessary.

Personal information will be collected only when reasonably required for a legitimate Club or Rotary purpose.

Identify the purpose.

Where appropriate, individuals will be informed why their information is being requested and how it is expected to be used.

Use information only for its intended purpose.

Information collected for one purpose will not be repurposed for an unrelated purpose without appropriate authorization or consent.

Limit access.

Access to personal information will be restricted to individuals who reasonably require the information to perform authorized Rotary responsibilities.

Protect information.

Reasonable administrative, physical, and technological safeguards will be used to protect information from loss, unauthorized access, copying, use, disclosure, alteration, or destruction.

Retain information only as long as reasonably necessary.

Information that is no longer required will be securely deleted, destroyed, anonymized, or otherwise appropriately disposed of, subject to legal, accounting, charitable, Rotary, or organizational record-retention requirements.

5. Member Directory and Contact Information

Membership in Rotary creates opportunities for fellowship, service, networking, and relationship building. However, access to other members through Rotary does **not** constitute permission to use their personal information for commercial purposes.

Member directories, membership lists, committee lists, email addresses, telephone numbers, registration lists, and other Club records are provided solely to facilitate legitimate Rotary and Club activities.

They must not be copied, extracted, downloaded, transferred, distributed, or used for an unrelated purpose.

6. Prohibition on Commercial or Personal Business Use

Club information is not a business development database.

No member, officer, director, committee member, volunteer, employee, contractor, or other person with access to Club information may use personal information obtained through the Club for personal business use.

This restriction applies whether the information was obtained through a Club directory, committee work, Board responsibilities, event registration, sponsorship activity, fundraising activity, charitable applications, volunteer records, email correspondence, shared files, or any other Club activity.

Nothing in this policy is intended to prevent members from developing normal professional or personal relationships with one another.

Where two individuals independently choose to discuss business, engage one another professionally, exchange business information, or consent to receiving business communications, they may do so.

7. Consent

Where consent is required, the Club will seek consent appropriate to the nature and sensitivity of the information and the proposed use.

Providing personal information to the Club for a specific Rotary purpose does not constitute blanket consent for other uses.

Where a proposed use is materially different from the purpose for which the information was originally obtained, additional consent may be required.

Individuals may withdraw or modify their consent where permitted by law and subject to reasonable legal, administrative, or operational limitations.

8. Photographs, Video and Public Communications

The Club may photograph or record Club meetings, public events, fundraising activities, volunteer activities, presentations, and other Rotary functions for legitimate Club communications, historical records, recognition, websites, social media, or promotional purposes.

Where appropriate, individuals will be advised that photography or recording is taking place.

Sensitive personal information will not be intentionally included in public communications without appropriate authorization.

9. Email and Electronic Communications

Individuals sending Club-related group communications should take reasonable measures to protect recipient information.

Where recipients do not reasonably need access to one another's email addresses, blind carbon copy (BCC), approved mailing systems, or other privacy-conscious methods should be considered.

10. Security and Access

Individuals who receive access to Club databases, directories, applications, financial records, charity applications, registration systems, email accounts, shared drives, or other repositories containing personal information are responsible for protecting that information.

Passwords and system access must not be shared with unauthorized individuals.

Access should be removed or changed when an individual's role, committee assignment, responsibility, or membership status no longer requires that access.

11. Disclosure to Third Parties

The Club will not sell, rent, or trade personal information.

Personal information may be provided to service providers when reasonably necessary to perform services on behalf of the Club, such as event registration, payment processing, website administration, communications, accounting, or information technology services.

Where practical, the Club will require such service providers to use the information only for the purpose for which it was provided and to maintain appropriate privacy and security safeguards.

Information may also be disclosed where required or authorized by law.

12. Access and Correction

An individual may contact the Club to request access to personal information held about them or to request correction of inaccurate information, subject to applicable legal limitations.

The Club will make reasonable efforts to maintain accurate and current information where accuracy is important to the purpose for which the information is being used.

13. Compliance: questions and concerns

Any individual who has a question or concern about any collection, use or disclosure of personal information by the Club or about a request for access, please contact the current Privacy Officer or current President.

The Privacy Officer or President will respond to any questions or concerns to ensure compliance with the applicable privacy legislation. Any unauthorized use of personal information will be reviewed and appropriate action taken pursuant to applicable legislation, Club Bylaws and Club Policies.

Changes

Rotary Club of Calgary at Stampede Park reserves the right to change this statement of privacy practices at any time by posting a new statement. Please check this page periodically for changes.

Updated October 2026