



BC RUGBY PRIVACY POLICY

BOARD APPROVED: JANUARY 16, 2016



Contents

1. Policy Objective
2. Policy Statement
3. Applicability
4. Definitions
5. Consent and Information Collection
6. Privacy Officer
7. Use of Information
8. Sharing of Personal Information
9. Rights to Your Information
10. Aggregated Data
11. Links
12. Cookies and Log Files
13. Change of Ownership or Business Transition
14. Security
15. Supporting Policies
16. Contact Us



1. Policy Objective

1.1 The purpose of this policy is to set out and describe how British Columbia Rugby Union (BC Rugby) may collect, use and disclose your personal information.

2. Policy Statement

2.1 BC Rugby is committed to protecting your privacy and safeguarding your personal information.

3. Applicability

3.1 This policy applies to:

- (a) BC Rugby's website located at www.bcrugby.com (the "Website");
- (b) to information received from persons who use services provided by BC Rugby through its operations or who participate in programs or activities that are sponsored or supported by BC Rugby or its member clubs (collectively, the "Services or Programs").

3.2 By accessing and using the Website or using or participating in the Services or Programs, you are deemed to have accepted and agreed to the terms hereafter set forth (the "Privacy Policy"). If you do not agree to the terms of this Privacy Policy, please do not use this Website or use or participate in any of the Services or Programs.

3.3 This Privacy Policy may be changed from time to time. Changes will be posted on the Website and your use of this Website or participation in any Services or Programs after such changes have been posted will constitute your agreement to the modified Privacy Policy and all of the changes.

4. Definitions

Contact Information: Information that enables an individual to be contacted at a place of business, including their name, position, business telephone number, business address, business e-mail or business fax number.



Personal Information: Information about an identifiable individual, as defined under British Columbia's Personal Information Protection Act or other applicable laws but does not include Contact Information or Work Product Information.

Work Product Information: Information related to an individual's employment or business which is prepared or collected by the individual or group of individuals as part of their employment or business responsibilities.

5. Consent and Information Collection

5.1 When you visit the Website, use the functionality contained therein and/or communicate with BC Rugby via email, social media or feedback or contact forms located on the Website and/or use or participate in any Services or Programs, BC Rugby may ask for personal information that will be used in accordance with this Privacy Policy. Some information is also automatically collected, such as your Internet Protocol ("IP") address, your operating system, the browser type, the address of a referring website, your user preferences, and your activity on the Website. BC Rugby will treat this information as personal information if we combine it with or link it to any of the identifying personal information as defined in this policy.

5.2 By providing personal information to BC Rugby, you consent to the collection, use and disclosure of such personal information as specified in this Privacy Policy. Without limiting the foregoing, BC Rugby may on occasion ask you to consent when we collect, use, or disclose your personal information in specific circumstances.

5.3 Sometimes your consent will be implied through your conduct with us if the purpose of the collection, use or disclosure is obvious and you voluntarily provide the information. For example, if you provide your contact information and request information regarding a particular Service or Program, consent to our use of the contact information in order to provide the requested information will be implied. We may store and process personal information in Canada and in other countries.

5.4 If you provide BC Rugby or its service providers or agents with personal information about an individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable BC Rugby to collect, use, and disclose such personal information for the purposes set forth in this Privacy Policy.



6. Policy Officer

6.1 BC Rugby has a Privacy Officer who may be contacted through ceo@bcrugby.com.

7. Use of Information

7.1 BC Rugby may use your personal information for the following purposes:

- (a) to support the development and delivery of BC Rugby programs;
- (b) to communicate with Clubs, players, parents and supporters, process applications, and to offer Services or Programs;
- (c) to enable BC Rugby to operate its administrative functions, including payment of dues or fees, and to offer and maintain rugby programs and support activities, including parent and volunteer participation and fundraising initiatives;
- (d) to communicate with Clubs, players, parents (past and present), and friends and supporters of BC Rugby and of its member Clubs to inform them of upcoming activities and events and to promote rugby in British Columbia and Canada, including providing information about upcoming games, competitions or touring sides,
- (e) for our internal business purposes, such as to analyze trends and statistics, for audits, to develop new programs, to enhance our websites, to improve our programs and services, to identify usage trends and to determine the effectiveness of our promotional campaigns;
- (f) submission of funding requests and reporting against funds received from federal or provincial government, government and private grant-giving organizations, BC Rugby's private and commercial sponsors, Rugby Canada, the International Rugby Board (World Rugby);
- (g) to prevent, detect and investigate activities and transactions that are suspicious, fraudulent, or violate our Website Terms and Conditions;
- (h) as required or authorized by law; and
- (i) other purposes consented to by you.

7.2 You also may provide personal information to be published or displayed on public areas of the Website or transmitted to other users of the Website or third parties (collectively, "User



Contributions"). Examples of User Contributions are personal information provided for the purposes of inclusion in public contact lists, and personal information contained within or connected to photographs, videos or other media. Your User Contributions are published or displayed on the Website and transmitted to others at your own risk. We cannot control the actions of other users of the Website with whom you may choose to share your User Contributions. Therefore, we cannot and do not guarantee that your User Contributions will not be viewed by unauthorized persons.

7.3 You may occasionally receive general communications from us regarding our Services or Programs, news and events. You have the option to not receive this general information. We provide an opt-out function within all email communications of this nature (see: BC Rugby Communication Policy), or will cease to communicate with you for this purpose if you contact us and tell us not to send general communications to you.

8. Sharing of Personal Information

8.1 BC Rugby may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. Without limiting the generality of the foregoing, examples of where your personal information may be disclosed include:

- (a) other rugby unions or administrative bodies may contact BC Rugby for personal information about players. For example, if a player moves to another province, information may be requested by another rugby union to determine the player's eligibility for participation in games. Permission to pass on these playing records is usually obtained when the player is registered and authorizes BC Rugby to disclose such information to rugby unions or sports governing bodies for ongoing game competition purposes;
- (b) personal information may be used to enable BC Rugby to provide the Services or Programs and other rugby related or administrative services that are offered from time to time by BC Rugby whether on its own or in conjunction with other rugby administrative bodies. These services may include the provision of information about fixtures, playing sides, rep competitions, training programs and other services; and
- (c) BC Rugby may share your personal information with certain service providers, including without limitation hosting providers, printers, vendors, consultants



and credit card or payment processing companies ("Service Providers"). When we engage Service Providers who manage personal information on our behalf and/or perform services on our behalf, such as hosting content, conducting surveys, sending communications or helping prevent fraudulent transactions, we may share your personal information with such Service Providers under the requirement that such personal information is used only to provide services to us.

8.2 BC Rugby is not responsible for the actions of any independent third parties you may choose to engage with directly, nor are we responsible for any additional information you provide directly to any third parties, and we encourage you to become familiar with their privacy practices before disclosing information directly to any such parties.

9. Rights to Your Information

9.1 We strive to ensure that any personal information we retain and use is accurate, complete and up-to-date as necessary for the purposes for which we will use it. If our records regarding your personal information are inaccurate or incomplete, we will amend that information at your request.

10. Aggregated Data

10.1 We may also use your personal information and Website usage statistics to generate Aggregated Data for internal use and for sharing with others on a selective basis. "Aggregated Data" means records which have been stripped of information potentially identifying customers or users, and which have been manipulated or combined to provide generalized, anonymous information.

10.2 Your identity and personal information will be kept anonymous in Aggregated Data.

11. Links

11.1 The Website may contain links to other websites. This Privacy Policy does not apply to other websites and services and we are not responsible for the privacy practices or the content



of such websites and services. We encourage you to read the privacy policy of linked websites and services prior to providing them with personal information.

11.2 Their privacy policies and practices may differ significantly from our policies and practices.

12. Cookies and Log Files

12.1 BC Rugby or our service providers may use cookies and log files to track user information. Cookies are small amounts of data that are transferred to your web browser by a web server and are stored on your computer or mobile device's hard drive. We use cookies to track which page variant a visitor has seen, to track if a visitor has clicked on a page variant, to monitor traffic patterns and to gauge popularity of website pages and options. We use this information to deliver relevant content and services to you.

12.2 Most Web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove cookies and to reject cookies. If you choose to remove cookies or reject cookies, this could affect certain features or functionality of our Website.

13. Change of Ownership or Business Transition

13.1 In the event of a change to the status or structure of British Columbia Rugby Union or other business transition, such as a merger, acquisition or sale of our assets, your information may be transferred in accordance with applicable privacy laws.

14. Security

14.1 We will strive to prevent unauthorized access to your personal information, however, no data transmission over the Internet, by wireless device or over the air, is guaranteed to be 100% secure. We will continue to enhance security procedures as new technologies and procedures become available to the extent reasonably practical. Please remember that you control what personal information you provide while using the Website.

14.2 Ultimately, you are responsible for maintaining the secrecy of any personal information provided in connection with the use of the Website. Always be careful and responsible



regarding your personal information. We are not responsible for, and cannot control, the use by others of any information which you provide to them and you should use caution in selecting the personal information you provide to others through the Website.

14.3 Similarly, we cannot assume any responsibility for the content of any personal information or other information which you receive from other users through the Website, and you release BC Rugby from any and all liability in connection with the contents of any personal information or other information which you may receive using the Website.

14.4 We cannot guarantee, or assume any responsibility for verifying, the accuracy of the personal information or other information provided by any third party. You release BC Rugby from any and all liability in connection with the use of such personal information or other information of others.

15. Supporting Policies

15.1 This policy is supported by the following BC Rugby Internal policies:

- (a) BC Rugby Code of Conduct
- (b) BC Rugby Communications Policy

16. Contact Us

16.1 All feedback, comments, requests for technical support and other communications relating to this Privacy Policy or the Website should be directed to: info@bcrugby.com.