

Calgary Flying Club

Privacy policy

Our Commitment

The Calgary Flying Club is committed to the safety and security of its member's, clients and employees personal and confidential information. This policy is based on the federal Personal Information Protection and Electronic Documents Act ("PIPEDA") and Alberta's Personal Information Protection Act. This Policy governs the manner by which the Calgary Flying Club interacts with its members, customers or potential members or customers, regulators, suppliers, employees and contractors.

At the Calgary Flying Club, we are committed to providing excellence in service and to ensuring that our relationship with you is conducted with integrity and in a responsible, fair, honest, and ethical manner. The intent of this policy is to ensure that you are able to make informed choices about the manner in which your information is collected, utilized, and stored.

1. COLLECTION, USE, DISCLOSURE and CONSENT OF PERSONAL INFORMATION

- 1.1 What is personal information?** Personal information is any information which may be used to personally identify you.
- 1.2 What types of personal information does the Calgary Flying Club collect and use?** The Calgary flying Club collects and utilizes a variety of personal information, which allows us to service your needs and carry on our business in the aviation community. The types of information we collect vary depending upon the type of relationship the Club has with you, and may include, but not be limited to your name, age, gender, certification of medical requirements, address, e-mail address, and financial information. The Club collects and uses this information for a variety of reasons, including:
- a) To assist us in creating a purposeful and responsible relationship with you, the Club requires and collects basic contact information which allows confirmation of your identity, flight medical status, and allows us to contact you for bookings, cancellations, and other matters related to your endeavours.
 - b) The Club has legal and regulatory requirements it must meet, and your personal information allows us to meet our contractual obligations to you, as well as meeting our legal and regulatory obligations with Transport Canada. The Club does not accept third party information on individuals, and thus insures that an individual's information is obtained with his or her explicit consent.
 - c) The Club may wish to contact you from time to time to offer advice, discuss training, detail promotions, participate in surveys, or other related business activities. This allows the Club the opportunity to ensure that the services it offers are those desired by our members and customers.

2. PROTECTION OF PERSONAL INFORMATION

2.1 What steps does the Club employ to ensure the safety of the personal information I disclose? The safety of your information is a priority for the Calgary Flying Club. The Club ensures the safety of your personal information in a number of ways. First, we limit the information requested to the extent possible. Second, we have trained our staff in data safety, security and management. Third, the Club has put in place to the extent practicable physical, managerial, and electronic procedures and safeguards to ensure the confidentiality of your information.

2.2 What steps does the Club undertake to ensure that my data is accurate? The Club will use all practicable means to ensure that your personal information is accurate, both when you join and from time to time throughout your association with us. If, at any time, you discover a factual error, we will correct it immediately upon reasonable notification. We prefer to have information corrected when you are present at our facility, so that your identity can be assured. If this is not possible, we will undertake reasonable measures to ensure your identity prior to making changes if you are not able to attend our location.

2.3 What steps do I take if I wish to rescind my consent, offer suggestions or make a complaint? The General Manager is the Privacy Officer for the organization. Any concerns, comments, withdrawals should be directed to this individual. You can contact the General manager by utilizing the Club's contact information listed at the conclusion of this document.

3. DISCLOSURE OF PERSONAL INFORMATION

Does the Calgary Flying Club disclose my personal information to other parties? The Calgary Flying Club collects and uses your personal information for the purposes detailed in this document, and those purposes disclosed to you. In addition, the Club will disclose that personal information required by provincial or federal regulators, and in order to meet any legal requirements.

The Club does not sell, divulge, or otherwise disclose your personal information to any other third party other than those listed above.

4. **YOUR RIGHTS**

4.1 Do I have to provide confidential information to the Calgary Flying Club? No. You may refuse to divulge any and all personal information, or you can have your information corrected or removed at any time. We will undertake to have any corrective action taken immediately, or as soon as practicable. By so doing, however, and depending upon the situation, you may limit or even prevent the Club from providing any or all of its services to you.

4.2 Do I have the right to review or access my personal information? Yes. The Club will provide you reasonable access to your confidential information, upon reasonable notice.

CONTACT INFORMATION

**Calgary Flying Club
General Manager (Privacy Officer)
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Calgary, Alberta T3Z 3S4
Telephone (403) 288-8831
Fax (403) 286-9763**