

Bainbridge Island Rowing (BIR) Privacy Policy (effective October 1, 2020)

At BIR your privacy is important to us and we comply with the applicable privacy laws regarding all personal information that we collect from you. This policy describes our Privacy and Information handling practices.

By accessing and using this website (bainbridgerowing.org), you accept and agree to BIR's Privacy Policy without limitation or qualification. Definitions of specific terms referred to in this Policy can be found under the heading 'Glossary' at the end of this document.

This Policy outlines the following:

1. The types of Personal Information that we collect and hold.
2. How we collect Personal Information.
3. The purposes for which the information is collected.
4. The way in which we use and disclose Personal Information.
5. The steps we take to protect and keep secure the Personal Information we hold.
6. How individuals can access and correct their Personal Information held by us.
7. Your Responsibility
8. Mechanisms for complaint if you are unhappy about how we have dealt with or are dealing with your Personal Information.

1. The types of Personal Information that we collect and hold

In the normal course of business activities, we will collect Personal Information from you and this may include collecting some Sensitive Information. In addition to name, address, zip code, email and phone address, we do collect year of birth, age, gender, height and weight which are stored for coach use only for active program participants.

2. How we collect Personal Information

We will only collect Personal Information by lawful and fair means. Personal Information and Sensitive Information is principally collected in one of two ways: 1) from information that you entered on websites that BIR is a customer: iCrew, USRowing, PaySimple, or 2) via BIR's website, email or other direct contact. You may also supply your Personal Information to us when communicating with us via social networks and other online channels, e.g. through your Facebook identity.

We do not collect Personal and Sensitive information unless the information is reasonably necessary for our business functions or activities. We will obtain your consent before collecting any Sensitive Information.

When you deal with us, you will need to identify yourself in order for us to provide our services to you, as such we do not accept the use of pseudonyms.

3. The purposes for which the information is collected

We collect, hold and use your Personal Information so that we can provide our services including to:

- Assisting your coach to create practice and regatta boat line-ups and to assist your coach to register you for regattas.
- Respond to you regarding the reason you contacted us or to answer your questions.
- Manage our internal operations and registration processes necessary to provide our services.

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4. The way in which we use and disclose Personal Information

We will use or disclose your Personal Information only for the purposes for which it was collected. If you register for a particular event or program, we will share your information with the applicable host organization, governing body, club or event organizer for that event or program, and with any other party which furthers the purpose of your registration. These parties are authorized to use your Personal Information only as necessary to provide these services to us. We will use or disclose your information for a secondary purpose only if you have consented or if you would reasonably expect us to do so or if required by law, such as to comply with a subpoena, or similar legal process. In certain situations, BIR may be required to disclose Personal Information in response to lawful requests by public authorities, including to meet national security or law enforcement requirements. If BIR is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and/or a prominent notice on our website of any change in ownership or uses of your Personal Information, as well as any choices you may have regarding your Personal Information.

5. The steps we take to protect and keep secure the Personal Information we hold

We take reasonable steps to protect the Personal Information we hold against interference, loss, unauthorized access, use, modification or disclosure, and other misuse.

The steps we take include:

- Maintenance of computer and network security measures such as including firewalls, use of password and other appropriate measures where information is held in electronic form;
- Regular updates to security systems to protect our systems from malicious software;
- Restriction of access to data to only those staff that need access to carry out our business activities; Training and ensuring that all our employees are required, as a condition of employment, to treat Personal Information held by us as confidential;

You should however, be aware that if you submit information to us electronically the internet is not a secure environment. We take reasonable steps to provide a secure channel for receiving information but cannot absolutely protect Personal Information before it reaches us. If you have any questions about security on our website, you can contact us at webmaster@bainbridgerowing.org

We will retain your information for as long as your membership is active or as needed to provide you services. When the Personal Information that we collect is no longer required, we will destroy and delete it in a secure manner.

6. How individuals can access and correct their Personal Information held by us

You have the right to seek access to any of your Personal Information held by us unless there is a valid reason under an applicable privacy law for us to withhold the information.

Valid reasons include where:

- We have reason to suspect that unlawful activity or misconduct of a serious nature has been engaged in and giving access would be likely to prejudice the taking of appropriate action in relation to the matter; or

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- Giving access would reveal evaluative information generated within us in connection with a commercially sensitive process; or
- Giving access would have an unreasonable impact on the privacy of other individuals; or
- Giving access would be unlawful.

Upon request, BIR will provide you with information about whether we hold any of your personal information. If your personal details change, or you believe the information we hold about you is incorrect, incomplete or out-of-date, please contact us so that we can correct our records or you can make the change on your Account Information page.

Requests for access, deletion or correction to Personal Information should be addressed to the webmaster@bainbridgerowing.org. All requests for access, deletion or correction to Personal Information will be responded to in writing within a reasonable period of time. As part of this process we will verify the identity of the individual requesting the information prior to providing access or making any changes. If access, deletion or correction to your Personal Information is refused we will provide reasons for our refusal.

7. Your Responsibility

For those under the age of 18, before sending any information to BIR about yourself over the Internet, be sure to ask your parents for permission. For Parents/Legal Guardians, please note that BIR will only publish photos online of participating youths with the parents/legal guardians' consent.

8. Mechanisms for complaint if you are unhappy about how we have dealt with or are dealing with your Personal Information

We have procedures in place to deal with your inquiries or complaints.

If you have any questions about our policy or any complaint regarding the treatment of your privacy by us, please contact us at the respective addresses below.

By post: Bainbridge Island Rowing
 221 Winslow Way West #102
 Bainbridge Island, WA 98110

By e-mail: webmaster@bainbridgerowing.org

We will endeavor to respond to you within a reasonable time. If you are still not satisfied with the way your complaint is handled by us, you may be entitled to have your complaint reviewed under an applicable privacy law.

Additional Information:

Links to 3rd Party Sites

Our website includes links to other websites whose privacy practices may differ from those of BIR.

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Those websites include: iCrew, USRowing & PaySimple. If you submit Personal Information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any website you visit. Collection and Use of 3rd Party Personal Information

You may also provide Personal Information about other people, such as their name, date of birth and gender. This information is only used for the sole purpose of completing your request or for whatever reason it may have been provided. We do store this third-party information. Individuals may request for us to delete their information by contacting us at webmaster@bainbridgerowing.org.

Updates to this Policy

We reserve the right to amend this Policy from time to time. Any revisions to the Policy will be posted on this website. If we make any material changes, we will notify you by email (sent to the e-mail address specified in your account) or by means of a notice on this website prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

Glossary

Personal Information means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.

Sensitive Information includes information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record that is also personal information, or health information about an individual, or genetic information about an individual that is not otherwise health information, or biometric information used for the purpose of automated biometric verification or identification, or biometric templates.

We, us and our refers to BIR.

Website usage and other information collected on this website

By accessing and using this website or other websites owned and operated by BIR, you accept and agree to BIR's Privacy Policy without limitation or qualification.

We do not sell, rent or trade your Personal Information to any other third parties except if required by law or permitted under an applicable privacy law.

BIR's Privacy Policy applies solely to information collected by us and may differ from the policies of other companies' or organisations' websites that you link to from this website. These third party links are made available to you as a convenience and you agree to use these links at your own risk.

Please be aware that we are not responsible for the content of third party websites linked to our website nor are we responsible for the privacy policy or practices of any third parties whose website is linked to our website. We recommend that you read the privacy policy of any other companies' or organizations' website that you link to from our website.

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Cookies/Tracking Technology

Cookies are small data files that are sent from a website and stored in a user's web browser to improve the user's web browsing experience. We do not link the information we store in cookies to any Personal Information you submit while on our website. No information is shared with third parties.

If you wish to disable the cookies on this website you will need to follow the steps required for your preferred browser but your ability to use some features or areas of our website may be limited.

Technologies such as cookies, beacons, tags and scripts are used by BIR to help in analyzing trends, administering the website, identifying the number of visitors and page views (or page impressions) that occur on our website and how visitors use the website (e.g. how long these visitors (on average) spend on our website and common entry and exit points to our website). We may review reports based on the use of these technologies on an individual as well as aggregated basis.