



Westmount Golf and Country Club Limited Privacy Policy

Westmount Golf and Country Club (“Westmount”) in the course of administering its activities collects and stores information about its members for the purpose of operating and improving its facilities and services. Westmount recognizes that club members expect personal information kept concerning them or their activities to be safeguarded and used only for the purpose intended when collected. For the purposes hereof, club members also includes seasonal curlers.

From time to time, Westmount hosts special events such as golf tournaments or championships, curling bonspiels or championships, tennis championships and other events that may include the collection and storage of personal information about non-members who are participating (either directly or as spectators) in such special events. Accordingly, Westmount also recognizes that non-members expect personal information kept concerning them or their activities to be safeguarded and used only for the purpose intended when collected.

Personal Information that may be collected about Members:

- name
- gender
- address
- business and residential telephone numbers
- e-mail address
- date of birth
- banking and credit card information
- occupation or profession
- marital & family status
- club activities participated in
- activity success ranking
- goods & services purchased

Personal Information that may be collected about Non-Members:

- name
- gender
- address
- business and residential telephone numbers
- e-mail address
- credit card information
- club activities participated in
- activity success ranking
- other club membership(s)
- goods & services purchased

Collection of Information:

Personal information is collected by means of the following:

- membership application and sponsorship forms
- periodic surveys & questionnaires
- data (electronic or otherwise) drawn from house account use
- account payment history
- committee involvement
- special event involvement (including information contained on participant registration forms, spectator ticket order forms and volunteer application forms)

Use of Information:

Personal information is used by management to plan club activities, establish operating procedures, plan event programming, establish annual dues, fee schedules, billing, budgets and future plans for Westmount.

Disclosure:

Personal information is available to Westmount's management and Board of Directors. Some personal information is shared with the Royal Canadian Golf Association, The Ontario Golf Association and the Ontario Curling Association (*limited to name, age, and address*). Personal information is not made available or disclosed to other outside organizations, corporations or individuals.

Westmount publishes a membership roster on an annual basis that lists names of its members together with business and residential telephone numbers. Westmount also maintains an electronic membership roster that is accessible to members through a secure web site. In addition to names and telephone numbers, the electronic roster includes e-mail addresses. Members wishing to have their information excluded from the hard copy roster, the electronic roster or both should so inform the Secretary in writing by January 30th in each year.

Retention:

Personal information about members is retained during the period of membership and seven years thereafter. Personal information about non-members is retained during the period of participation in the relevant the activity and seven years thereafter. Share register information is retained indefinitely together with records detailing the date of election to membership and resignation.

Security:

Westmount has established physical, electronic and procedural safeguards to protect personal information from unauthorized access.

Disposal:

Following the seven year retention period personal information is destroyed.

Access:

Anyone wishing to examine their personal information kept by Westmount may do so on application in writing to the Secretary. Westmount may refuse a request for access to personal information under the following circumstances:

- a) the information is protected by solicitor-client privilege*
- b) the information would likely reveal personal information about another individual*

Accuracy:

Westmount will take every reasonable precaution to ensure the accuracy of information maintained and will promptly correct errors when discovered.

Responsibility:

The Secretary of Westmount is responsible for ensuring compliance with this privacy policy.

This Privacy Policy supersedes and replaces the Privacy Statement adopted by the Board of Directors in January 2004.

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