



Privacy Policy

Principals

The Regina Ballroom Dancing Club (RBDC) is a not-for-profit social dancing club. Our intention is to provide a social atmosphere in which an interest in ballroom dancing can be promoted through instruction and practice. Our club emphasizes enjoyment of dancing rather than the competitive aspect. We recognize that members and potential members may be concerned about the information that they provide to us and how we treat that information. The Regina Ballroom Dancing Club is committed to honouring our members' privacy.

To this end, the Regina Ballroom Dancing Club supports the principle of informed consent.

When personally identifiable information is collected, we believe that a member has the right to:

- Know when we are collecting personal information;
- Know what personal information is collected, and the purpose of any such collection;
- Expect that personal information will not be provided to any third parties without express consent;
- Expect reasonable steps to be taken to protect personal information from unauthorized use;
- Review the accuracy of personal information and update it.

Policy

What is Personal Information?

Personal information is any information that makes an individual identifiable.

What Information We Collect and How We Use That Information

Our registration forms require members to give us contact information that may include name, physical address, phone number, e-mail address, gender, and class level interest. Instructors and nominees for Board of Directors are required to provide additional information. We do not request or store sensitive information, such as social insurance numbers.



Use of Your Personal Information

The Regina Ballroom Dancing Club uses the personal information obtained from you to mail out information about club activities, collect applicable fees, or to send out phone messages. Lists will be developed for the use of the instructors and executive for classes, ticket sales, and other club needs.

Your personal information is not shared with any other organization or business.

We use the information you provide to manage and develop the activities of the club, including offering dancing instruction that best meets the needs of the members. Information from application forms for nominees to the Executive will be disclosed to the Executive. These application forms will be retained for the duration of the term of office. If an applicant is not elected or appointed to the Executive, his/her application form will be destroyed.

RBDC will retain a member's personal information for as long as that person remains a member of RBDC. Personal information of previous members will be kept on file to provide a means of contact for future special events. If you wish your personal information to be deleted, please contact the RBDC Privacy Officer in writing.

If you have any questions or concerns about your personal information, please contact the RBDC Privacy Officer.