

Privacy Policy – Newfoundland and Labrador Branch

January 2004

ELECTRONIC

The following explains our policy regarding personal information that you may supply to us while visiting <http://lifesaving.nfld.net>

Generally you can visit our web site without giving us any personal information, including your e-mail address. Our policy is not to collect personally identifiable information about individuals except when specifically provided to us on a voluntary basis, such as when requesting information or when purchasing merchandise.

We do not share or disclose our visitors' e-mail addresses, nor any other information submitted by a user when accessing our web site, with any third parties.

Our web servers automatically recognize your domain name when you visit our site, and this information may be aggregated and used to measure statistics regarding the use of our site, such as the number of visitors, average time spent on the site, pages viewed and similar information. Likewise, this information is not distributed to or shared with third parties.

We may use the information we gather for our own internal purposes. Our goal in collecting personal information online is to continually improve the content of our web site and to offer consumers with products that best meet their preferences and desires. We may use the personal data provided online to send our customers information about new products or offers that we feel may be of interest to them. Our policy is strictly to protect your online information in the same manner in which we protect our customer information obtained through other means. We reserve the right to change this policy at any time and without notice. This statement and the policies outlined herein are not intended to and do not create any contractual or other legal rights in or on behalf of any party. By using the www.lifesaving.org site, you signify your agreement with the terms of our privacy statement.

If you have any questions about our privacy policy, please contact the site's webmaster at lifeguard@seascape.com

COLLECTION OF INFORMATION

The Lifesaving Society collects personal information from individuals on test sheets or certification applications to enable the accurate processing, storage and retrieval of award certification for candidates.

Information collected includes, but is not limited to:

- Name
- Mailing address
- DOB
- Telephone
- Email
- Award pre-requisites
- Next of kin
- Medical conditions that may present during instructional sessions

Information on individuals who hold leadership positions will be distributed to approved facilities *unless* the individual completes a form declaring that he/she does not want this information circulated.

STORAGE & DELETION OF DATA

Personal information is stored in the Society's Member Management System, program which is specifically designed for the processing and management of lifesaving awards.

Information is also stored on paper test sheet and kept for a period of seven (7) years. After seven years, all hard copy information containing personal information is destroyed.

SECURITY & ACCESS TO INFORMATION

Approved members of staff only have password controlled access to the information contained in the MMS.

Access to personal and award information is provided to individuals on who the data is contained upon personal request.

Data is not released to 3rd parties without the written permission of the individual.