

Carruther's Creek Golf and Country Club

PRIVACY POLICY

Carruther's Creek Golf and Country Club is committed to protecting the personal information that it collects from you and ensuring that your privacy is respected. Therefore, in accordance with the Personal Information Protection and Electronic Documents Act (the "Act"), which now applies to all organizations that collect, use and/or disclose personal information, we have developed a Privacy Policy. This Policy will address the principles enunciated by the Act.

DEFINITIONS

"PERSONAL INFORMATION" includes any information that can identify a specific individual, including, but not limited to, the following: age, name, gender, marital status, financial information, address, email address, income, ethnic origin, preferences, opinions, and comments. It does not include, however, the name, title, business address, or telephone number of an employee of an organization.

I. ACCOUNTABILITY

Should you have any questions, concerns, comments and/or complaints regarding our Privacy Policy, please contact by email info@carrutherscreekgolf.ca.

II. WHY WE COLLECT YOUR PERSONAL INFORMATION

When you come to the Country Club to play, attend a function, have services or become a member; personal information, such as your name, address, email address, phone number and credit card number and expiry date, will be collected in order to process the transaction. Your contact information, but not your credit card information, may then be entered into our Customer Information Database.

TOURNAMENTS & TOURNAMENT INFO. REQUEST FORMS

Similarly, when you fill out one of our Tournament Information Request Forms, personal information, such as your name, address, email address, phone number, credit card number and expiry date, will be collected in order to process the transaction. Your contact information, but not your credit card information, may be entered into our Database.

You should note that if you are the coordinator of the tournament and you provide us with your business contact information, this is not considered personal information under the Act.

RAFFLES/CONTESTS/ELIMINATION DRAW

From time to time, we may hold draws/raffle/contests. If you fill out an entry form, your name, address, phone numbers and email address will be collected in order to process the draw/raffle/contest. The information may then be entered into our Database.

COMMENT CARDS/HEALTH HISTORY FORMS

If you decide to fill out one of our Comment Cards, we ask that you provide us with your contact information as above, along with any comments or suggestions, etc., that you have for us. Such information is collected so as to improve the services offered at Carruther's Creek Golf and Country Club as well as credit card number and expiry date, will be collected in order to process the transaction.. The information may then be entered into our Database.

MARKETING INITIATIVES

Currently, we may use the information contained in our Database to send out, for example, special invitations and offers to you for visiting Carruther's Creek Golf and Country Club.

CUSTOMER SERVICE

Information collected and inputted into our Database as described above will also be used for customer services purposes in general. Carruther's Creek Golf and Country Club will use this Database to better manage its relationship with you, the customer/client.

III. CONSENT

By submitting your personal information in person or through our website, you are implicitly consenting to the collection, retention, use and disclosure of the information for the reasons outlined above. For example, if you submit personal information, you are consenting that the information: 1) be used to process the request; 2) may be retained in our Database for use in future marketing initiatives; 3) may be used for future marketing initiatives.

Please, note that you can withdraw your consent at any time, provided that this does not conflict with legal or contractual obligations.

IV. LIMITING COLLECTION

We will only collect the personal information that is required for the reasons described above. We will not collect more personal information that is necessary.

V. LIMITING USE, DISCLOSURE AND RETENTION

We will only use or disclose personal information that has been collected by us for the purpose for which it has been collected, as explained above. If any new purpose should arise that results in new uses and/or reasons for disclosure of personal information that has not been consented to by you, we will make every effort to obtain your consent. If your consent cannot be obtained, we will refrain from either using or disclosing the information for that new purpose.

VI. SAFEGUARDS

We at Carruther's Creek will take all reasonable precautions to ensure that all information that we have collected from you is secure, protected against loss or theft and from unauthorized access, disclosure, copying, use or modification. This is so whether the information is in soft or hard copy form. Access to your personal information will be restricted to employees.

VII. OPENNESS

If you are accessing this policy online and would like a hard copy, please contact our corporate offices or via e-mail at info@carrutherscreekgolf.ca.

VIII. INDIVIDUAL ACCESS

Upon request, we will let you know what personal information we have collected from you, and will let you know what the information is being used for. In addition, should you wish to have access to the personal information about you that we have in our possession, such access will be provided as quickly as possible. If responding to such a request would unreasonably interfere with the activities of Carruther's Creek Golf and Country Club, we will notify you of that fact.

You should be aware of your right to contact the Privacy Commissioner of Canada by mail at:

**Office of the Privacy Commissioner of Canada
112 Kent Street Place de Ville Tower B
3rd Floor
Ottawa, Ontario K1A 1H3**

IX. ACCURACY

Carruther's Creek Golf and Country Club will keep personal information as accurate and up-to-date as possible. We encourage you to provide us with any updates to your personal information, either in person or through our website.

X. CHALLENGING COMPLIANCE

As already mentioned, any questions, concerns, comments or complaints about Carruther's Creek Golf and Country Club's Privacy Policy or its overall compliance with the Act should be directed to:

**Carruther's Creek Golf and Country Club
650 Lake Ridge Road
Ajax, Ontario L1Z 1W9
Phone Number: 905-426-4653
Email: info@carrutherscreekgolf.ca**