

Privacy and the KNC

Introduction

The Kelowna Newcomers Club was established to help people new to the Central Okanagan meet other people and make new friends. We enthusiastically encourage social interaction, and will help you make as many contacts as you choose.

But, at the same time, we also respect every member's right to privacy. And the best way for that to happen is to give every member of the club control over the use and disclosure of his or her own personal information.

That's why we moved to an online membership-management system. It enables you to take part in KNC events and activities in a way that safeguards your privacy. It also puts you in charge of determining who gets access to which aspects of your personal information.

Legal Framework

There are numerous laws aimed at protecting the privacy of people living in Canada. While the details vary, all of these laws set rules on the proper collection, use and disclosure of personal information — anything from phone numbers, street and e-mail addresses to financial, legal and health records.

Such laws are aimed either at government institutions or commercial enterprises, essentially obliging them to safeguard the privacy of their clients, customers, patients, or citizens in general.

Non-profit, volunteer-based social clubs such as our KNC are not ordinarily considered to be governed by such laws, as we are neither a government institution nor a for-profit commercial entity. However, a variety of rulings in the field over the years have encouraged all organizations that handle people's personal information do so with the utmost care.

With more than 500 members in a typical year, the KNC takes this responsibility to heart. In keeping with the spirit of most privacy laws, we implemented the new online membership-management system in 2019, with an eye to reducing the risk that personal information will fall into the wrong hands. We also give members the power to consent to the collection, use and disclosure of their personal information.

The purpose of this document is to help you better understand what we do to protect your privacy.

1. KNC Communications

When you join the KNC, you will receive a welcoming e-mail, and you can expect to receive regular notices and updates from the organization once you are a member. Similarly, when you sign up for specific activity groups or special functions, you can expect to receive communications about those events.

The important thing to know is that e-mails from the KNC will come to you in a way that does not disclose your e-mail address to others. You will *not* ordinarily receive group e-mails with numerous other e-mail addresses visible to you — nor will your address be visible to others.

Why does this matter?

When group e-mails circulate, every recipient can see the e-mail address of every other recipient in the “To” or “CC” fields. Many e-mail programs automatically vacuum up those addresses and pop them into your contacts book.

Many people object to the disclosure of their e-mail addresses to people they may not know. Moreover, you could be harmed by a virus infecting the computer of a stranger who happens to have your address in their address book. This can lead to all kinds of headaches.

For activity co-ordinators and special functions organizers, your e-mail address is largely invisible as well. That’s a big benefit for them too: They handle lists of names, but are not burdened with the responsibility of safeguarding your personal contact information.

2. The KNC Website

The KNC website (kelownanewcomers.ca) has a public side and a private, members-only side.

The **public side** provides general information about what the KNC does. There are no details about where and when our activities take place — with the exception of our monthly meetings, because they are open to non-members who might be considering joining our club.

The public side features additional information that people might find useful in deciding whether to join the club. Thus, for instance, we’ve posted our Membership Guide as well as our Privacy Policy.

Once you’re a member, you gain access to the website’s **private side**. There you can find details about our many events, and contact information for people organizing those events. You can also view your personal Calendar, which displays the activity groups you joined, as well as scheduled special events.

Significantly, as a member, you also have access to the Directory of KNC members. For more information on that, read on!

3. Privacy Settings and Directory Searches

Once you’re a KNC member, you can adjust your online profile to control what personal information is available to other members.

Given that we’re a social club dedicated to helping you meet other newcomers, we’ve set some defaults that seem logical to us.

For example, by default, a typical profile shows a member’s first and last name, where they moved from, where in the region they live, and which activity groups they’ve signed up for. You can then use the Directory to search via those fields: For example, if you met “Bob” from Edmonton in the Men’s Golf group, chances are you could track him down and contact him through the Directory, especially if you knew he lived in West Kelowna.

Most people are comfortable with those defaults and never change them. Still, *you* control the disclosure of your personal information, so you have the capacity to alter those settings to your liking.

It's important to note that your e-mail address and mobile phone number are *not* made visible by default. Thus, no one can look you up in the Directory and simply send you an e-mail or text directly.

Instead, they send you a message through the Directory, and your e-mail address remains private. When you receive the message, you will see *their* e-mail address. Then you can opt to reply — or not: it's your choice.

And a final word on privacy preferences: When members register for events, their names are, by default, added to the list of registrants that is visible to other members. Most people are happy to signal to their friends that they've signed up for a particular function. Some people, however, prefer to override the default. They then appear in the list of registrants as "Anonymous".

4. Digital Images

On a handful of occasions, the host of an event or activity outside of the KNC has requested permission to take photos or videos of our visit, usually for an internal purpose such as an employee newsletter or for use in their publicity materials. While such situations are rare, we want our members to be aware that they could arise.

Toward that end, we developed a policy on digital image capture, which forms part of our overall Privacy Policy. It essentially notifies members about the possibility that they could be photographed or videotaped by third parties. Those who object can opt out of participating.

5. Transfer of Contact Information to the KNA

The KNC's membership year ends on Aug. 31. As that date draws near, the KNC Director Membership contacts KNA to ask for a graduate letter to provide to the KNC graduates. The KNA letter is included in a KNC templated communication to the KNC graduates. It provides details on how to join KNA should they decide to do so.

6. Retention and Disposal of Personal Information

Once you are no longer a member of the KNC, your personal information in the system is archived for a few months, then purged for good.

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