



National Golf Course Owners Association  
Canada  
Association nationale des propriétaires de terrains de golf

## ***Privacy Policy***

### **Website data collected**

NGCOA Canada Member applications  
NGCOA Canada Member renewals  
NGCOA Canada Update profile  
NGCOA Canada Event registrations  
NGCOA Canada Product purchases

### **Payment Data Collected**

All credit card information collected online is collected by our payment partner for use in payment approval and processing only. NGCOA Canada does not receive any online credit card information. NGCOA Canada's payment partner is Internet Secure. Please visit [www.internetsecure.com](http://www.internetsecure.com) for Internet Secure's Privacy Policy. Financial information provided to the organization by any means such as fax, email or mail is kept confidential and used solely for the intended purchase requested.

### **Membership Data**

Business information is collected for the purpose of maintaining accurate member records. Members have the option to choose their preferred communication method, either by fax or by email. Information retained consists of business contact coordinates for each facility, its staff and their applicable departments, as well as complete membership details.

The information provided to NGCOA Canada allows the organization to maintain accurate business contact information required for the Association to send communications to the membership, such as:

- NGCOA Canada events, activities and news information
- Notification of issues
- Membership surveys/feedback

Note: The Act does not consider "business contact information" to be personal information. Please see: [http://www.privcom.gc.ca/information/guide\\_e.asp](http://www.privcom.gc.ca/information/guide_e.asp)

When NGCOA Canada members have provided the Association with individual contact names, members may choose to have individual names excluded from the business contact information distribution by contacting [ngcoa@ngcoa.ca](mailto:ngcoa@ngcoa.ca) or by phone at (613) 226-3616.

### **Aggregate Data Collected**

NGCOA Canada may share aggregate information about its members and customers with suppliers, sponsors, potential suppliers, potential sponsors and other parties to help them better understand NGCOA Canada members. This aggregate data is used to improve the organization, its programs and enhance services offered to members.

## **Individual Member Data Collected**

From time to time NGCOA Canada shares its members' business contact information with suppliers and/or sponsors, in exchange for services, products or support offered to the association and its members. The business contact information provided may be used by those suppliers/sponsors for commercial purposes.

## **Supplier Data**

NGCOA Canada receives regular sales reports from suppliers. These reports contain sales figures, which are used for the purposes of determining sales trends, confirmation of NGCOA Canada rebates and the enhancement of NGCOA Canada's Golfmax Purchasing Program. All information received is kept confidential and is used solely for the purposes stated above.

## **Consumer Data Collected**

From time to time NGCOA Canada collects personal information from golfers through various consumer-oriented NGCOA Canada initiatives & events.

These initiatives & events include but are not limited to:

Take A Kid To The Course Week  
Vancouver Island Golf Show  
Ottawa Golf & Travel Show  
Golf Atlantic Expo-Halifax  
GolfSask Coupon Book  
Golfer's Red Book  
Play Golf Ontario Pavilion  
Spring into Golf participants  
Atlantic Public Player Program

Information collected is used to administer applicable contest(s) or draw(s), to determine market demographics, to communicate future programs, contests, events and newsletters.

Collection permission forms (electronic or paper-based) will disclose the following details:

- purpose for which the information is collected
- to whom information will be disclosed
- how information will be used
- an opt-out option

Information gathered from these events would be used solely for the purpose(s) outlined on the disclaimer. Information is disposed of (paper-shredded/electronic files-deleted) after completion of stated use.

## **Safeguarding Information**

NGCOA Canada is committed to protecting the confidentiality of your personal information when doing business internally or externally with other organizations.

NGCOA Canada maintains strict controls to protect personal information, whether paper-based or electronic, throughout the process of collection, use, disclosure, copying, storage, modification and disposal.

For more information please contact the NGCOA Canada's Privacy Officer:

Pamela Wolk  
(613) 226-3616 ex 12  
[pwolk@ngcoa.ca](mailto:pwolk@ngcoa.ca)