



North Shore Amateur Radio Club (NSARC)

Membership Registration

North Shore Amateur Radio Club (NSARC)
147 East 14th Street
North Vancouver, BC
V7L 2N4

The following information is required for membership.

Please see the NSARC Privacy Policy (overleaf) for details, and sign the application form at bottom of this page.

Date:..... **Call Sign(s):**.....

Name:.....

Address: Street:.....

City and Province:.....

Postal Code:

Licence Qualification: **None** **Basic** **Basic ≥80%** **Morse** **Advanced**

Annual Membership Dues:

- Adult Member:- **\$30**
- Members under 16:- **Free**
- Members over 16 attending full-time school:- **\$10**
- Family Membership:- **\$35**

The following, OPTIONAL, information helps the NSARC communicate with its members. Any information provided may become public due to NSARC's publication of Membership Directories and Call-out Lists.

Please see the NSARC Privacy Policy (overleaf) for details, and sign the application form at bottom of this page.

Home Phone: **Business Phone:**

Cell Phone: **Email:**

The following, OPTIONAL, information helps NSARC tailor its activities to match the member's interests.

What factors influenced you to join NSARC?

.....
.....

Areas of Interest: **HF** **VHF/UHF** **Emergency Communications** **Technical**

Other:

Applicant's Signature:.....



North Shore Amateur Radio Club (NSARC)

Personal Information Protection Policy

Definitions

Personal Information – means information about an identifiable *individual* (including name, home address and phone number). Personal information does not include Contact information.

Contact Information – means information that would enable an individual to be contacted at a place of business. The use of Contact information is not covered by, or restricted by, this policy or the Personal Information Protection Act.

1 – Collecting Personal Information

- 1.1 Unless the purposes of collecting personal information are obvious and a member voluntarily provides personal information for those purposes, NSARC will communicate the purposes for which personal information is collected, orally or in writing, at the time of collection.
- 1.2 NSARC will only collect member information that is necessary to fulfill the following purposes:
 - To verify identity for the Register of Members (Name, Mailing Address, Call Sign, Licence Qualification);
 - To send out Club membership information (Mailing address, Email address);
 - To contact members for Club activities or Emergency Communications (Email address, Telephone numbers);
 - To publish the Club Directory (Name, Mailing Address, Call Sign, Telephone numbers, Email address);
 - To apply for Club insurance policies;
 - To meet regulatory or legal requirements.

2 – Consent

- 2.1 NSARC will obtain member consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).
- 2.2 Consent can be provided orally, in writing, or electronically or it can be implied where the purpose for collecting, using or disclosing the personal information would be considered obvious and the member voluntarily provides personal information for that purpose.
- 2.3 Consent may also be implied where a member is given notice and a reasonable opportunity to opt-out of their personal information being used for a particular purpose and the member does not opt-out.
- 2.4 Subject to certain exceptions (e.g. withdrawal of consent would frustrate performance of a legal obligation), members can withhold or withdraw consent to use their personal information in certain ways. Such a decision may affect operation of the Club. If so, NSARC will explain the situation to assist the member in making the decision.
- 2.5 NSARC may collect, use or disclose personal information without the member's knowledge or consent in the following limited cases:
 - When the collection, use or disclosure of personal information is permitted or required by law;
 - In an emergency that threatens an individual's life, health, or personal security;
 - When the personal information is available from a public source (e.g., telephone directory, Call Sign database).

3 – Using and Disclosing Personal Information

- 3.1 NSARC will only use or disclose personal information to fulfill the purposes identified at the time of collection.
- 3.2 NSARC will not use or disclose member personal information for any additional purpose unless we obtain consent to do so.
- 3.3 NSARC will not sell member lists or personal information to other parties.

4 – Retaining Personal Information

- 4.1 NSARC will retain personal information only as long as necessary to fulfill the identified purposes or a legal purpose.

5 – Providing Member Access to Personal Information

- 5.1 Members have a right to access their personal information. A request to access personal information must be made in writing to the Club Secretary. NSARC will make the requested information available within 30 business days, or provide written notice of an extension where additional time is required to fulfill the request.

6 – Ensuring Accuracy of Personal Information

- 6.1 Members may request correction to their personal information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing to the Club Secretary.
- 6.2 If the personal information is demonstrated to be inaccurate or incomplete, NSARC will correct the information and send the corrected information to any organization to which NSARC disclosed the personal information in the previous year.

7 – Securing Personal Information

- 7.1 NSARC makes no special effort to secure Personal Information, indeed it publishes a Club Directory and callout lists. Any Personal Information supplied to NSARC may become publicly available through the Club Directory, callout lists etc.

8 – Questions and Complaints: The Role of the Privacy Officer or designated individual

- 8.1 The Club Secretary is responsible for ensuring NSARC's compliance with this policy and the *Personal Information Protection Act*.
- 8.2 Members should direct any complaints, concerns or questions regarding NSARC's compliance in writing to the Club Secretary. If the Club Secretary is unable to resolve the concern, the Member may also write to the Information and Privacy Commissioner of British Columbia. Contact information for North Shore Amateur Radio Club's Secretary is:

Secretary, North Shore Amateur Radio Club
147 East 14th St, North Vancouver, BC, V7L2N4