

Unison Privacy Policy

Last Update: [June 1, 2024]

Kerby Assembly (“Unison”, “we”, or “us”) values and respects your privacy. We have prepared this privacy policy to describe the manner in which we collect, use, disclose and otherwise process personal information when you visit our Websites located at <https://unisonalberta.com/>, <https://veinercentre.wildapricot.org/>, and <https://kerbycentre23.wildapricot.org/> (the “Websites”) or otherwise interact with us. Unison provides a variety of programming, services and supports for older adults (aged 50+) in Calgary, Medicine Hat and the surrounding areas, including online and in-person fitness classes, presentations, events, and activities (the “Unison Programs”).

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COLLECTION AND USE OF PERSONAL INFORMATION

How we collect and use personal information through the Websites and in our other interactions with you

We may collect and use personal information when you:

- Register for a membership.
- Participate in the Unison Programs.
- Sign-up to receive marketing emails such as newsletters, offers and promotions.
- Apply for a job at Unison.
- Attend our events.
- Participate in our surveys or research.
- Enter our contests or promotions.
- Contact us with a comment, question or complaint.

Register for a Membership: You do not have to become a member to visit our Websites or participate in the Unison Programs. However, if you choose to become a member, you will be required to register on our Website(s) or in person for a membership of your choosing (e.g., non-voting member, member with voting rights, super membership, etc.). When you register for a membership, we collect your name, email address, date of birth, mailing address, phone number,

license plate number, credit card information (e.g., card number, expiration, CVV, billing address), and emergency contact information (e.g., including name, relationship, and phone number). We use this information to create and administer your membership.

When you register for a [Super Membership] membership, your membership will provide you with access to facilities and services offered by our partner organizations, such as [Bow Cliff Seniors, Parkdale Nifty Fifties Seniors Association, Greater Forest Lawn 55+ Society, Confederation Park 55+ Activity Centre, Ogden 50+ Activity Centre, Bowness Seniors' Centre, West Hillhurst Go-Getters Association, Good Companions 50 Plus Club, SW 55+ Connect Society, Rainbow Elders Society]. To enable your access to these facilities and services, we may disclose your personal information including your first name, last name, phone number and email address. Once disclosed to these organizations, their own privacy policies and practices will apply.

Unison Programs: Whether you are a Unison member or not, you may register for various online or in-person classes. If you register for a free class, we collect your name, email address, mailing address and phone number. If you register for a class that requires payment, we collect your name, email address, mailing address, phone number, and credit card information (e.g., card number, expiration, CVV, billing address). We use this information to enroll you in the class, obtain payment, and to administer the Unison Programs.

Marketing Communications: If you sign up to receive email, SMS and other marketing communications, we will collect your name, email address and phone number in order to send you newsletters, offers, promotions, and other information that may be tailored to your interests and preferences. You can unsubscribe at any time by clicking the "unsubscribe" link included at the bottom of each email. Alternatively, you can opt-out of receiving email marketing communications by contacting us at the contact information provided in the "Contact Us" section below. Please note that you may continue to receive transactional or account-related communications from us.

Careers: In connection with a job application or related inquiry, you may provide us with certain personal information about yourself (such as that contained in a resume, cover letter, or similar employment-related materials). We use this information for the purpose of processing and responding to your application for current and future career opportunities.

Events: If you attend one of our events (or visit a booth at an event), we may collect business contact information such as your first and last name, company name, work email address and phone number. We collect this information so that we can communicate with you about the event and contact you about future events.E

Surveys and Research: From time to time, we may offer you the opportunity to participate in one of our surveys or other research projects. We will collect certain personal information about you if you choose to participate in a research survey of ours. The information we collect will depend on the particular survey or research project and we will provide you with specific details regarding our information practices for that survey or research project prior to collecting any

information from you. The information obtained through our surveys and customer research is used in an aggregated, de-identified form. We use this information to help us understand our users and to enhance our Websites.

Contests or Promotions: When you enter a contest or participate in a promotion, we may collect your name, address, email address, phone number, and any additional information or content required for the contest or promotion, including to deliver a prize to you. We use this information to administer your participation in the contest or promotion. As part of a contest or promotion, we may obtain your consent to share or otherwise publish the content you submit.

Contact Us: When you contact us with a comment, question or complaint through email, phone, or through our “Contact s” form on our Websites, you may be asked for information that identifies you, such as your name, address and a telephone number, along with additional information we need to help us promptly answer your question or respond to your comment. We may retain this information to assist you in the future and to improve our customer service and products

SHARING OF PERSONAL INFORMATION

We do not sell or disclose your personal information to third parties without your consent, except as set forth below or as required or permitted by law.

- **Service Providers:** Your personal information will be transferred (or otherwise made available) to certain third parties that provide services on our behalf (including our affiliates). We use service providers to provide services such as hosting Websites, processing payments, providing customer and technical support, and providing advertising and marketing services. Our service providers are only provided with the information they need to perform their designated functions and are not authorized to use or disclose personal information for their own marketing or other purposes. Our service providers may be located in the U.S., Canada or other foreign jurisdictions.
- **Legal and Compliance:** We and our U.S., Canadian, and other foreign service providers may provide your personal information in response to a search warrant to other legally valid inquiry or order, or to another organization for the purposes of investigating a breach of an agreement or contravention of law or detecting, suppressing or preventing fraud, or as otherwise may be required or permitted by applicable U.S., Canadian or other law or legal process, which may include lawful access by US or foreign courts, law enforcement or other government authorities. Your personal information may also be disclosed where necessary for the establishment, exercise or defence of legal claims and to investigate or prevent actual or suspected loss or harm to persons or property.
- **Sale of Business:** We may transfer any information we have about you as an asset in connection with a proposed or completed merger, acquisition or sale (including transfers

made as part of insolvency or bankruptcy proceedings) involving all or part of Unison or as part of a corporate reorganization or other change in corporate control.

INFORMATION ABOUT OUR WEBSITES

- **Visiting our Websites:** In general, you can visit our Websites without telling us who you are or submitting any personal information. However, we collect the IP (Internet protocol) addresses of all visitors to our Websites and other related information such as page requests, browser type, operating system and average time spent on our Websites. We use this information to help us understand our Websites activity and to monitor and improve our Websites.
- **Cookies:** Our Websites uses a technology called "cookies. "A cookie is a tiny element of data that our Websites sends to a user's browser, which may then be stored on the user's hard drive so that we can recognize the user's computer or device when they return. You may set your browser to notify you when you receive a cookie or to not accept certain cookies. However, if you decide not to accept cookies from our Websites, you may not be able to take advantage of all of the Websites features.
- **Analytics:** We may use a third-party such as Google Analytics to help us gather and analyze information about the areas visited on the Websites (such as the pages most read, time spent, search terms and other engagement data) in order to evaluate and improve the user experience and the Websites. These third parties may use cookies and other tracking technologies. For more information about Google Analytics or to prevent the storage and processing of this data (including your IP address) by Google, you can download and install the browser plug-in available at the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>. You can also obtain additional information on Google Analytics' data privacy and security at the following links:
 - <https://policies.google.com/technologies/partner-sites> and
 - <https://support.google.com/analytics/topic/2919631>
- **Third-Party Links:** Our Websites may contain links to other Websites that Unison does not own or operate. We provide links to third-party Websites as a convenience to the user. These links are not intended as an endorsement of or referral to the linked Websites. The linked Websites have separate and independent privacy policies, notices and terms of use. We do not have any control over such Websites, and therefore we have no responsibility or liability for the manner in which the organizations that operate such linked Websites may collect, use or disclose, secure and otherwise treat personal information. We encourage you to read the privacy policy of every Websites you visit.

SAFEGUARDS AND RETENTION

We have implemented reasonable administrative, technical and physical measures in an effort to safeguard the personal information in our custody and control against theft, loss and unauthorized access, use, modification and disclosure. We restrict access to personal information on a need-to-know basis to employees and authorized service providers who require access to fulfil their job requirements.

We will retain personal information as long as necessary to fulfill the purposes stated herein unless the law requires us to keep it for a longer period of time. To provide security and business continuity for the activities described here, we make backups of certain data, which we may retain for longer than the original data.

YOUR CHOICES

Marketing Communications

As indicated above, if you have signed-up to receive our email communications, you can unsubscribe any time by clicking the “unsubscribe” link included at the bottom of the email. Alternatively, you can opt-out of receiving our marketing communications by contacting us at the contact information under “Contact Us” below.

Exercising Your Privacy Rights

We will take reasonable steps to ensure that personal information is not used unless it is accurate and up to date. We request that you regularly review the information you have submitted to us using the Websites and promptly notify us if any information submitted is no longer accurate or correct.

Where required by applicable law, you may have the right to access, update, rectify and correct inaccuracies in your personal information in our custody or control. You may make such a request by emailing or writing to us using the contact information set out below. We may request certain personal information for the purpose of verifying your identity when you seek access to your personal information.

UPDATES TO THE PRIVACY POLICY

We may update this privacy policy periodically to reflect changes to our privacy practices. We encourage you to periodically review this page to ensure you are familiar with those changes. We will indicate at the top of this privacy policy when it was most recently updated.

CONTACT US

If you have any questions or comments about this privacy policy or the manner in which we or our service providers (including our service providers outside Canada) treat your personal

information, or to request access to or correction of your personal information, please contact us at:

1133 7 Ave. SW, Calgary

Tel: 403-265-0661

E-mail: HelloYYC@UnisonAlberta.com