

February 24, 2004

To the Members of Bearspaw Country Club;

Effective January 1, 2004 Bearspaw Country Club has implemented a privacy policy to ensure that members' personal information is protected according to recently implemented privacy legislation. The details of the Bearspaw policy are listed below. This policy is subject to change and, in future you will be advised of any proposed changes, so that you may review them. Please be aware that you may withdraw your consent at any time; however, doing so may limit the areas in which we are able to serve you. .

Bearspaw Country Club retains personal information relating to each member, which allows service to the membership in a variety of areas. These areas are listed below for your information. Please review the following and **if you do not consent** to our retention and use of this information, check the space provided, then return page 3 to Bearspaw Country Club. Unless Bearspaw Country Club is notified of withdrawal of consent within 30 days of membership, consent will be implied.

Principal 1 – Accountability

Bearspaw Country Club is responsible for personal information under its control, and has appointed Kathleen O'Donoghue as "Club Privacy Officer.

Principal 2 – Identifying Purposes

Bearspaw Country Club is responsible for establishing and identifying the purposes for which the information is collected and used, at or before the time, which the information is collected.

Principal 3 – Consent

Knowledge and informed consent from an individual is required before information may be collected, used or disclosed, unless the law requires collection, use or disclosure. Consent is a voluntary agreement to use the information in the manners disclosed below. Use and disclosure of this information will cease if consent is withdrawn at any time.

Principal 4 – Limiting Collection

Bearspaw Country Club will ensure that the collection of personal information will be limited to that which is necessary for the defined purposes only. All information will be collected by fair and lawful means.

Principal 5 – Limiting Use, Disclosure and Retention

Bearspaw Country Club will ensure that no personal information will be used or disclosed for purposes other than those for which it was collected unless required by law. Information will be retained for as long as it is accurate or required by law whichever is greater.

Principal 6 – Accuracy

Bearspaw Country Club will ensure that all personal information is as accurate as necessary for the purposes for which it is to be used. All information will be verified and updated on an annual basis when the dues are billed. Any additional changes to personal information are the responsibility of the member.

Principal 7 – Safeguards

Bearspaw Country Club will ensure that all personal information collected is protected to the best of its ability.

Principal 8 – Openness

Bearspaw Country Club will make available to its shareholders, members and employees specific information regarding the club's policies and practices for the handling of personal information.

Principal 9 – Individual Access

Bearspaw Country Club will ensure that individuals will be informed of the nature, use and disclosure of any personal information pertaining to them, and will have access to that information. Any personal information that is collected and is not accessible by the individual will be limited, specific, reasonable and justified. When unable to provide full access to personal information, the club will provide an explanation for the denial, as outlined in Part 1 Division 2 of the Freedom of Information and Protection of Privacy Act of Alberta.

Principal 10 – Challenging Compliance

Bearspaw Country Club will ensure that any individual is able to challenge the club's compliance with the above principles.

Please direct all inquiries regarding this policy, or changes to your personal information to:

Privacy Officer
Bearspaw Country Club
61 Hamilton Drive
Calgary Alberta T3R 1A2
Email: kodonoghue@golfbearspaw.com
Phone: (403) 239-8474 (223)

Sincerely,
Bearspaw Country Club

The following is a list of personal information, which is collected from shareholders and members. This list also details how the club uses this personal information. Please initial below to indicate withdrawal of consent, sign and return to Bearspaw Country Club. Unless Bearspaw Country Club is notified of withdrawal of consent within 30 days of membership, consent will be implied.

Type of Information	Use	Initial to Withdraw Consent
Name	Newsletter articles, roster book, mailings	
Address	Mailings	
Phone numbers	Roster book / IVRnet	
Marital Status	Membership Classification	
Age/ date of birth	Membership Classification	
Personal email addresses	Contact information for mass emails	
Photographs	Newsletter and website	
Spending	Tracking of minimum spending	
Credit card information (when provided by the member)	Payment of account	
Member number	Accounting	
Member User ID	Member access to website, roster book and IVRnet	
PIN number	Authentication of User ID	

I, the undersigned, hereby do give my authorization for the Bearspaw Country Club to use my personal information in the manners described above. It is my understanding that I may reinstate/revoke authorization by providing a signed consent form at any time.

Member Signature

Account Number

Date