



Privacy Policy

Policy Type: Board

Reviewed by: Membership Relations Committee

Developed: May 1, 2003

Review Frequency: 3 Years

Revised and Approved by the Board: May 3, 2019

Reviewed Date: October 19, 2022

Purpose

This Policy describes the way that the Skate Canada: Alberta – NWT/Nunavut Association (the Section) collects, uses, retains, safeguards, discloses and disposes of personal information of its members and stakeholders such as athletes, coaches, officials and volunteers in accordance with the applicable federal and provincial legislation.

Policy

This Policy governs the collection, use and disclosure of personal information by the Section in a manner that recognizes both the right of an individual to have his or her personal information protected and the need of the Section to collect, use or disclose personal information for purposes that are reasonable.

Details

1. Accountability

The Section is responsible for the personal information under its control, and has designated the Executive Director as the individual who is accountable for the Section's compliance with the principles of the Alberta **Personal Information Protection Act** (PIPA) and the federal Personal Information and Electronic Documents Act with respect to commercial activities.

2. Knowledge and Consent

The Section informs members and stakeholders in advance about the collection, use, disclosure, retention and disposal of personal information.

3. Collection of Information

The collection of personal information will be limited to that which is necessary for the purposes identified by the Section and all information will be collected by fair and lawful means.

4. Use, Disclosure and Retention

Personal information is not used or disclosed by the Section for purposes other than those for which it was collected, except with the expressed consent of our members or as required by law. The Section will only use and disclose personal information about members to unrelated third parties after the member has been informed in advance of such use and disclosure, and has provided consent. Personal information is retained only as long as is necessary for the fulfillment of those purposes or as required by law.



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5. Photos & Videos

Permission must be granted by the subject for use of photos and videos on the Section website, social media platforms and in the newsletter, In The Loop. Commercially taken photographs must have the photographer's credits appearing where applicable.

6. Minors (Under 18)

Minor children must have written consent of their parent/guardian for their personal information or photos to appear in any published materials of the Section.

7. Accuracy

The Section endeavors to maintain accurate record keeping procedures. Members and stakeholders are encouraged to provide accurate information and update their information as necessary.

8. Safeguards

The Section has developed procedures to safeguard members' personal information. This includes protecting the access to, use, disclosure, retention and disposal of information.

9. Member and Stakeholder Access

Upon request, any member or stakeholder will be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. The Section remains flexible in responding to changing member needs and expectations regarding privacy as our service continues to evolve.