



## Privacy Policy

**EFFECTIVE DATE:**

**November 2015**

**APPROVED BY:**

**Skate Ontario Board of Directors**

Skate Ontario respects and protects your privacy. This means that:

- Skate Ontario will not sell, exchange, loan or make available to other organizations any personal information that you have provided to us
- Skate Ontario will keep all personal information confidential and we will have safeguards to protect that information whether in print, electronic or other form
- Skate Ontario will make available to you upon request, your personal information that we have on file and we will correct, amend or delete information at your request

### **Personal Information and Purpose of Collection:**

The Personal Information Protection and Electronic Documents Act (PEPEDA) governs privacy of information.

Personal information is the information that relates to you as an individual. Personal information does not include business information (an individual's business address and telephone number).

Skate Ontario will only collect personal information to meet and maintain the highest standard of organizing and programming the sport of skating. Skate Ontario collects personal information from participants, coaches, officials, team managers, contractors, employees, and volunteers (collectively "individuals") for purposes that include but are not limited to the following:

1. Registration for programs, activities and events; travel administration and purchasing equipment, and other products.
2. Receiving communications from Skate Ontario in regards to fundraising, programs, events, and activities.
3. Determining eligibility, age group and appropriate level of play/competition.
4. Criminal record checks and related personal reference material for implementing Skate Ontario's screening policies.
5. Fitness screening information as required through Ontario High Performance Sport Initiative activities and programs.
6. Award nominations, biographies, published articles and media relations.
7. Outfitting uniforms and various components of athlete and team selection.

8. Data to determine level of certification, coaching qualifications and coach selection.
9. Credit card information for purchasing products and for registration at events and activities.
10. Technical monitoring, Club consultation, officials training, education, sport promotion, media publications and posting on Skate Ontario's website, live streaming platforms, event videos, event photographs, displays or posters.
11. Scores and rankings of athletes for record keeping, publishing, competing, and identifying athletes.
12. Names, ages, and signatures for the purpose of participant agreements, permission where medical treatment is concerned, and collection of waivers.
13. Skate Ontario's payroll, contractual obligations, bursaries, grants, and honorariums.
14. Name and contact information for the purpose of communication within and between Board, Committees, volunteers, etc.
15. Club and Section contact information: such as Club/Section name, web address, contact person(s) name, phone number and email address for the purpose of relaying and collecting information relating to the activities of Skate Ontario.
16. Emergency contacts, medical history for use in the case of classification, medical emergency or reports relating to medical or emergency issues and managing insurance claims.
17. Determining membership demographic structure, and program wants and needs.

## **Consent**

1. Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use and disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. Skate Ontario may collect personal information without consent where reasonable to do so and where permitted by law.
2. By providing personal information to Skate Ontario, individuals are consenting to the use of information for the purposes identified in this policy.
3. In determining of the form of consent to use, Skate Ontario will take into account the sensitivity of the information.
4. Skate Ontario will not, as a condition of a product or service, require an individual to consent to the collection, use, and disclosure of information beyond that required to fulfill the specified purpose.
5. An individual may withdraw consent to the collection, use, or disclosure of personal information at any time, subject to legal or contractual restrictions, providing the individual gives one week of notice of such withdrawal to Skate Ontario. The Privacy Officer will advise the individual of the implications of such a withdrawal.

**Limited Collection:**

All personal information will be collected fairly, by lawful means, and for the purposes as specified in this policy. Skate Ontario will not use any form of deception to obtain personal information.

**Limiting Use, Disclosure and Retention**

1. Personal information will not be used or disclosed by Skate Ontario for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.
2. Information may be forwarded to volunteers of the organization (such as Committee Members, Board of Directors, Local Organizing Committees, Competition Officials), other associations for the purpose of clinics, programming, and competition, Ontario Sections, Skate Canada, Coaches Association of Ontario, Award organizations, or other parties with whom Skate Ontario deals.
3. Information disclosed to a third party with consent from the individual shall be protected by a third party agreement to limit use and disclosure.
4. Personal information will be retained for certain periods of time in accordance with the following:
  - a. Program registration data and athlete information will be retained indefinitely for the sake of historical record and tracking purposes.
  - b. Registration data for programs, clinics, camps, competitions, may be retained indefinitely after the event for record purposes
  - c. Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Canada requirements.
  - d. Personal health information will be immediately destroyed when an individual chooses to leave a Skate Ontario program
  - e. Marketing information will be immediately destroyed upon compilation and analysis of collected information.
  - f. Credit Card information will be destroyed immediately upon completion of a financial transaction.
  - g. As otherwise may be stipulated in federal or provincial legislation

**Employee Commitment**

Our employees and volunteers are committed to respecting the personal information we hold in our files. Our employees have been trained in the proper and respectful use of personal information. Volunteers, coaches etc. who receive personal information in order to carry out the work of the organization will be notified with regard to the safekeeping of such information.

**Accuracy:**

Skate Ontario will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual.

## **Security**

All information held by us is subject to strict internal security to prevent unauthorized access and improper usage. Electronic records are subject to limited access by authorized personnel who must use passwords and other security measures. Print records containing personal information are subject to physical protection such as locked rooms or cabinets, accessible only to authorized personnel.

## **Website**

When you visit the Skate Ontario website, we take steps to respect and protect your privacy. We automatically collect generic, non-personal information about visits to our website. Skate Ontario does not collect personal information such as names, ages, phone numbers, addresses or email addresses from visitors to our website.

We do collect selected visitor information such as IP addresses, return visits from past guests, referring pages, pages visited and time spent on the website. This non-personally identifiable information is collected in order to obtain statistical analysis of website traffic patterns, administer our website and servers, and improve our services. We collect data in aggregate form and data is not recorded or stored about individual visitors.

Cookies are small text files that a web browser transfers to and from your hard drive for record keeping purposes. The use of cookies is an Internet standard. We do use cookies to serve you better. We do not use cookies to retrieve personal data from your hard drive or to obtain your email address or other personal information. A cookie is information about how and when you use a site and it is created at the time you visit a site. Rather than retain this data, the Association's cookie is a small text file sent to your computer hard drive to record your preference information on your own computer. Most of our cookies are "session cookies" used only for the time you stay on the website each visit.

If you do not wish to accept cookies, you may choose not to by setting your browser options to inform you when cookies are being sent or to deny cookies altogether. Please note, however, that by not accepting cookies, you may limit the functionality that we can provide to you when you visit our site.

The Skate Ontario website is a product of Skate Ontario. The information on the website is provided as a resource to those interested in skating. Skate Ontario disclaims any representation, or warranty, express, or implied, concerning the accuracy, completeness or fitness for a particular purpose of the information. Persons accessing this information assume full responsibility for the use of the information and understand and agree that Skate Ontario is not liable for any claim, loss or damage arising from the use of this information. Reference to specific products, processes, or services does not constitute or imply recommendation or endorsement by Skate Ontario. Skate Ontario also reserves the right to make changes at any time without notice.

Links to other Internet sites made available through the Skate Ontario website are not under the control of Skate Ontario, and are provided for your convenience only. Skate Ontario, therefore does not guarantee these links and the material available on said sites, nor is Skate Ontario responsible for privacy practices by other organizations or websites.

The website is created and controlled by Skate Ontario in the province of Ontario. As such, the laws of the province of Ontario will govern these disclaimers, terms and conditions, without giving effect to any principles of conflict of laws.

## **Access to Information**

Upon written request and with assistance from Skate Ontario, an individual may be informed of the existence, use and disclosure of their personal information and will be given access to information.

Requested information will be disclosed to the individual, at nominal cost related to photocopying, within thirty days of receipt of the written request to:

Privacy Officer, Skate Ontario

989 Murray Ross Parkway, North York, ON, M3J 3M4

**Contact Us**

If you have questions or comments about our policy or about the personal information we have about you, you may contact us and we will do our best to answer your questions. Our Privacy Officer can be reached at the above address.

If, having shared your concerns with us, you are still not satisfied you may file a complaint with the Privacy Commissioner of Canada by telephone (1-800-282-1376) or write to 112 Kent Street, Ottawa, Ontario, K1A 1H3.