



Privacy Policy

Policy Statement

The purpose of this Privacy Policy (“Policy”) is to set out the commitments of Skate Ontario (SO) to protect the personal information of our Stakeholders as governed by the Personal Protection and Electronic Documents Act (PIPEDA). SO will collect personal information to meet and maintain the highest standard of programming in the sport of skating.

Scope/Applicability

SO may collect personal information from participants, coaches, officials, team managers, contractors, employees, and volunteers (“Stakeholders”). Information is collected for, but not limited to, the following:

- a) Registration for programs, activities, and events; travel administration and purchasing equipment and other products.
- b) Receiving communications from SO regarding fundraising, programs, events, and activities.
- c) Determining eligibility, age group and appropriate level of competition.
- d) Criminal record checks and related personal reference material for implementing SO’s screening policies.
- e) Fitness screening information as required through Ontario High Performance Sport Initiative activities and any other programs as required.
- f) Award nominations, biographies, published articles and media relations.
- g) Outfitting uniforms and various components of athlete and team selection.
- h) Data to determine level of certification, coaching qualifications, and coach selection.
- i) Credit card information for purchasing products and for registration at events and activities.
- j) Technical monitoring, Club/Skating School consultation, officials training, education, sport promotion, media publications and posting on SO’s website, social media, live streaming platforms, event videos, event photographs, displays or posters.
- k) Scores and rankings of athletes for record keeping, publishing, competing, and identifying athletes.
- l) Names, ages, and signatures for the purpose of participant agreements, permission where medical treatment is concerned, and collection of waivers.
- m) SO’s payroll, contractual obligations, bursaries, grants, and honorariums.
- n) Name and contact information for the purpose of communication within and between the board, committees, volunteers, etc.
- o) Club/skating school and section contact information: such as club/skating school and 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 SO.
- p) 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.
- q) Determining membership demographic structure, and program wants and needs.
- r) Information as required by the SO General Dispute and Resolution Policy and any other applicable policies.
- s) Information as may be required by the Government of Ontario or the Government of Canada.
- t) Information as required for the purposes of digital advertising, promotion, or broadcasting.

Definitions

Certain terms used herein may not be capitalized; however, for the purposes of this Policy, the following terms herein have the ascribed meanings as set forth below. In addition, all references to the singular include the plural and vice versa.



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Stakeholders:

Stakeholders include skaters, coaches, officials, team managers, contractors, employees, directors, committee members, volunteers, and participants.

Personal information:

Information relating to Stakeholders as identifiable individuals. Personal information does not include business information (e.g. an individual's business address and telephone number.)

Consent

- a) By providing personal information to SO, Stakeholders are consenting to the use of the information for the purposes identified in this Policy.
- b) Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use and disclosure of 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.
- c) SO may collect personal information without consent where reasonable to do so from the perspective of the individual whose identity was at stake, and where permitted by law.
- d) In determining the form of consent to be obtained, SO will consider the sensitivity of the information.
- e) SO will not, as a condition of a product or a service, require an individual to consent to the collection, use and disclosure of information beyond that required to fulfill the specified purpose.
- f) An individual may withdraw consent to the collection, use, or disclosure of personal information at any time, subject to legal or contractual restrictions, provided that the individual gives one week of notice of such withdrawal to SO. The SO Executive Director will advise the individual of the implications of such a withdrawal.

Limited collection, use, disclosure and retention

- a) All personal information will be collected fairly, by lawful means, and for the purposes specified in this Policy.
- b) Personal information will not be used or disclosed by SO for purposes other than those for which it was collected as described in this Policy, except with the consent of the individual or as required by law.
- c) Personal 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, Skate Canada, the Coaches Association of Ontario, award organizations, ministries of the province or federal government or other parties with whom SO deals.
- d) Personal information disclosed to a third party with consent from the individual shall be protected by a third-party agreement to limit use and disclosure.
- e) Personal information will be retained for certain periods in accordance with the following:
 - I. Program registration data and athlete information will be retained indefinitely for the sake of historical record and tracking purposes.
 - II. Registration data for programs, clinics, camps, and competitions may be retained indefinitely for record keeping purposes.
 - III. Employee information will be retained for a period of seven years in compliance with general record retention policies mandated by the Canada Revenue Agency and other federal and provincial government departments.



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- IV. Personal health information will be destroyed when an individual chooses to leave a SO program, other than medical records relating to Rowan's Law as further detailed in SO's Records Retention Policy.
- V. Marketing information will be destroyed upon compilation and analysis of collected information.
- VI. Credit card information will be destroyed upon completion of a financial transaction.
- VII. As otherwise may be stipulated in federal or provincial legislation.

SO Commitment

Employees, contractors, and volunteers are committed to respecting the personal information we hold in our files. Our employees will be trained on the appropriate use of personal information through the orientation process.

Volunteers, coaches etc. who receive personal information to conduct the work of the organization will be notified with regards to the safekeeping of such information.

Accuracy

SO 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 decide about an individual.

Security

All information held by SO is subject to 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 cabinets, accessible only to authorized personnel.

Website

When you visit the SO website (www.skateontario.org), steps will be taken to respect and protect your privacy. SO automatically collects generic, non-personal information about visits to our website. SO does not collect personal information such as names, ages, phone numbers, addresses or email addresses from visitors to our website.

SO does 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 to obtain statistical analysis of website traffic patterns, administer our website and servers and improve our services. SO will collect data in aggregate form and data is not recorded or stored about individual visitors.

Links to other Internet websites made available through the SO website are not under the control of SO. They are provided for your convenience only. SO therefore, does not make any guarantees with respect to these links and the material available on such linked websites, nor is SO responsible for privacy practices by other organizations or websites.

Access to information

Upon written request and with assistance from SO, an individual may be informed of the existence, use, and disclosure of their personal information and will be given access to such information. Requested information will be disclosed to the individual at a nominal cost related to photocopying, within thirty days of receipt of the written request to:



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Skate Ontario
100-2605 Skymark Avenue
Mississauga, ON L4W 4L5

Policy Breach

Any breach of this Policy will be treated as a serious offence. The Stakeholder(s) who breach this Policy may be subject to disciplinary action, at the sole discretion of SO, up to and including expulsion from membership in SO and/or Skate Canada.

Contact us

If you have questions or comments about this Policy or about the personal information we collect, use and retain about you, you may contact us in the following ways: in person or by telephone (905) 212-9991 or by email to info@skateontario.org.

Policy administration

SO maintains and reviews this Policy every three years at a minimum in accordance with our Policy Management Policy.