

PRIVACY POLICY

PP.1 Definitions

For the purposes of the Privacy Policy, the following terms shall have the following meanings:

- a) "Personal Information" shall mean any information about an individual that relates to the person's personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, religion, politics, family status, health history, and health conditions;
- b) "Stakeholder" – Individuals employed by, or engaged in activities on behalf of, the RRA, including, coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of RRA.
- c) "Members" shall mean all members of RRA and all individuals employed by, or engaged in activities with RRA including, but not limited to, athletes, coaches, officials, volunteers, parents, team managers, administrators, committee members, directors and officers of RRA, coach developers and instructors.

PP.2 Purpose

PP.2.1 RRA is required to collect information in accordance with Personal Information Protection and Electronic Documents Act (the "Act"), as amended from time to time.

PP.2.2 This policy describes the way that RRA collects, uses, retains, safeguards, discloses, and disposes of personal information, and states RRA's commitment to collecting, using, and disclosing personal information responsibly.

PP.3 Application of Policy

PP.3.1 This Policy applies to all Members.

PP.4 Obligations

PP.4.1 In addition to fulfilling the legal obligations required by the Act, stakeholders will not:

- a) Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Member
- b) In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest
- c) Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with Regina Ringette Association
- d) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information

PP.5 Accountability

PP.5.1 The President, or their designate, will act as the Privacy Officer. The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security and ensuring that all staff receives appropriate training on privacy issues and their

responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Regina Ringette Association
P.O. Box 3082
Regina, SK S4P3G7

PP.6 Purpose

PP.6.1 Personal Information will only be collected by RRA to meet and maintain the highest standard of organizing and programming the sport of Ringette. RRA collects personal information from prospective members, members, coaches, referees, participants, managers and volunteers for purposes that include, but are not limited to, the following:

- a) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of communicating about programs, events and activities.
- b) NCCP number, education, resumes, and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications.
- c) Certifications as required by Sask Sport Inc.
- d) Credit card information for registration, and purchasing equipment or other products and resources.
- e) Date of birth, athlete biography, age group and appropriate level of play.
- f) Criminal records check and related personal reference for the purpose of screening volunteers.
- g) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in case of medical emergency.
- h) Athlete information including height, weight, uniform size, shoe size, feedback from coaches and trainers, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection.
- i) Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure and program wants and needs.

PP.7 Consent

PP.7.1 By providing Personal Information to RRA, individuals are implying their consent to use of that Personal Information for the Purposes above.

PP.7.2 Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of information, consent will be obtained prior to the use or disclosure of that information. RRA may collect personal information without consent where reasonable to do so and where permitted by law.

PP.7.3 RRA, will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.

PP.7.4 An individual may withdraw consent to the collection, use or disclosure of information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to RRA. The Privacy Officer will advise the individual of the implications of such withdrawal.

PP.7.5 RRA is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Individual's knowledge or consent, only if:

- a) It is clearly in the Individual's interests and the opportunity for obtaining consent is not available in a timely way;
- b) Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law;
- c) An emergency threatens a Individual's life, health, or security; or
- d) The information is publicly available as specified in the Act.

PP.7.6 RRA may disclose Personal Information without the Member's knowledge or consent, only:

- a) To a lawyer representing the RRA;
- b) To collect a debt that the Individual owes to the RRA;
- c) To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction;
- d) To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law;
- e) To an investigative body named in the Act or a government institution, if RRA believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if RRA suspects the Personal Information relates to national security or the conduct of international affairs;
- f) To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;
- g) In an emergency threatening an Member's life, health, or security (the RRA will inform the Member of the disclosure);
- h) To an archival institution;
- i) 20 years after the individual's death or 100 years after the record was created;
- j) If it is publicly available as specified in the Act; or
- k) If otherwise required by law;

PP.8 Accuracy

PP.8.1 RRA will use accurate and up to date information as 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.

PP.9 Retention

PP.9.1 Personal Information will be retained as long as reasonably necessary to enable participation in the RRA programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.

PP.10 Openness

PP.10.1 Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with the Confidentiality Policy.

PP.10.2 Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.

PP.10.3 Personal Information that has been used to make a decision about an Individual will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.

PP.11 Access

PP.11.1 Upon written request, and with assistance from RRA, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties whom the information has been disclosed.

PP.11.2 Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal cost relating to photocopy expenses, unless there are reasonable grounds to extend the time limit.

PP.11.3 If personal information is inaccurate or incomplete, it will be amended as required.

PP.11.4 An individual may be denied access to his or her personal information if:

- a) This information is prohibitively costly to provide;
- b) The information contains reference to other individuals;
- c) The information cannot be disclosed for legal, security or commercial proprietary purposes;
- d) The information is subject to solicitor – client or litigation privilege.

PP.11.5 Upon refusal, RRA will inform the individual for the refusal and the associated provisions of the Act.