



St. Albert Gymnastics Club – Privacy Policy

“Organization” refers to: St. Albert Gymnastics Club

This Policy is based on the standards required by PIPEDA as interpreted by the Organization.

Alberta has provincial legislation similar to PIPEDA that applies first, before PIPEDA is applied. However, PIPEDA will still apply if any Personal Information crosses provincial/territorial borders. In Alberta, the Personal Information Protection Act (PIPA) applies before PIPEDA

Definitions

1. The following terms have these meanings in this Policy:
 - a) **Acts** – Personal Information Protection and Electronics Documents Act ("PIPEDA") and Personal Information Protection Act (PIPA)
 - b) **Commercial Activity** – Any particular transaction, act or conduct that is of a commercial character.
 - c) **IP Address** – A numerical label that is assigned to electronic devices participating in a computer network that uses internet protocol for communication between devices.
 - d) **Personal Information** – any information about an individual that relates to the person's personal characteristics including, but not limited to: gender identity, age, income, home address or phone number, ethnic background, family status, health history, and health conditions
 - e) **Representatives** – All individuals employed by, or engaged in activities on behalf of, the Organization. Representatives include, but are not limited to, staff, administrators, Directors and Officers of the Organization, committee members, and volunteers

Purpose

2. The purpose of this policy is to govern the collection, use and disclosure of personal information in the course of commercial activities in a manner that recognizes the right to privacy of individuals with respect to their personal information and the need of the Organization to collect, use or disclose personal information.

Application of this Policy

3. This Policy applies to Representatives in connection with personal information that is collected, used or disclosed during any commercial activity related to the



Organization.

4. Except as provided in the Acts, the Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Obligations

5. The Organization is obligated to follow and abide by the Acts in all matters involving the collection, use, and disclosure of Personal Information.
6. In addition to fulfilling the legal obligations required by the Acts, the Organization and its Representatives will also fulfill the additional requirements of this Policy. Representatives of the Organization will not:
 - a) Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy.
 - b) Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information.
 - c) 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.
 - d) Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the Organization.
 - e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information.

Accountability

7. 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:

Lisa Grant – Executive Director
executivedirector@stalbertgymnastics.com

Duties

8. The Privacy Officer will:
 - a) Implement procedures to protect personal information.
 - b) Establish procedures to receive and respond to complaints and inquiries.
 - c) Record all persons having access to personal information.
 - d) Ensure any third party providers abide by this Policy.
 - e) Train and communicate to staff information about the Organization's privacy policies and practices.



Identifying Purposes

9. Personal information may be collected from participants and prospective participants for purposes that include, but are not limited to, the following:

Communications

- a) Sending communications in the form of e-news or a newsletter with content related to the Organization's programs, events, fundraising, activities, discipline, appeals, and other pertinent information.
- b) Publishing articles, media relations and postings on the Organization's website, displays or posters.
- c) Award nominations, biographies, and media relations.
- d) Communication within and between Stakeholders and Individuals.
- e) Checking residency status.

Registration, Database Entry and Monitoring

- a) Registration of programs, events and activities.
- b) Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selection.
- c) Database entry to determine level of officiating certification and qualifications.
- d) Determination of eligibility, age group and appropriate level of play/competition
- e) Athlete registration, outfitting uniforms, and various components of athlete and team selection.
- f) Technical monitoring, officials training, educational purposes, sport promotion, and media publications.

Sales, Promotions and Merchandising

- a) Purchasing equipment, coaching manuals, resources and other products.
- b) Promotion and sale of merchandise.

General

- a) Travel arrangement and administration.
- b) Implementation of the Organization's screening program.
- c) Medical emergency, emergency contact or reports relating to medical or emergency issues.
- d) Determination of membership demographics.
- e) Managing insurance claims and insurance investigations.
- f) Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends.
- g) Video recording and photography for promotional use, marketing and advertising by the Organization.
- h) Payroll, honorariums, company insurance and health plans.
- i) Disclosure of the result of discipline and appeal decisions to the public for



the purpose of enforcing sanctions.

- j) Disclosure of full discipline and appeal decisions to governing organizations for the purposes of long- term suspensions and enforcing sanctions throughout the sport sector regardless of jurisdiction.

- 10. The Organization shall seek consent from individuals when personal information is used for Commercial Activity not previously identified. This consent will be documented as to when and how it was received.

Consent

- 11. By providing personal information to the Organization, individuals are consenting to the use of the information for the purposes identified in this policy.
- 12. The Organization shall obtain consent by lawful means (**Appendix A – Consent**) from individuals at the time of collection and prior to the use or disclosure of this information. The Organization may collect personal information without consent where reasonable to do so and where permitted by law.
- 13. In determining whether to obtain written or implied consent, the Organization will take into account the sensitivity of the Personal Information, as well the participants’ reasonable expectations. Individuals may consent to the collection and specified use of Personal Information in the following ways:
 - a) Completing and/or signing an application or registration form.
 - b) Checking a check box, or selecting an option (such as ‘Yes’ or ‘I agree’).
 - c) Providing written consent either physically or electronically.
 - d) Consenting orally in person.
 - e) Consenting orally over the phone.
- 14. The Organization will not, as a condition of providing a product or service, require participants to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.
- 15. An individual may declare to the Privacy Officer in writing to withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. the Organization will inform the individual of the implications of such withdrawal.
- 16. Consent shall not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore shall be obtained from a parent, legal guardian or person having power of attorney of such an individual.
- 17. The Organization is not required to obtain consent for the collection of personal information if:



- a) If the Organization has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation;
 - b) For an emergency that threatens an individual's life, health or security;
 - c) For statistical or scholarly study or research;
 - d) If it is publicly available as specified in the Acts;
 - e) If the use is clearly in the individual's interest and consent is not available in a timely way; or
 - a) If knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial/territorial law.
18. The Organization is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.
19. The Organization may disclose personal information without the individual's knowledge or consent only:
- a) To a lawyer representing the Organization.
 - b) To collect a debt that the individual owes to the Organization.
 - 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/territorial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial/territorial law.
 - e) To an investigative body named in the Acts or a government institution, if the Organization believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial/territorial, or foreign law, or if the Organization 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/territorial law.
 - g) In an emergency threatening an Individual's life, health, or security (the Organization will inform the Individual 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 Acts.
 - k) If otherwise required by law.



Accuracy, Retention, and Openness

20. The Organization shall not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in this Policy, except with the consent of the individual or as required by law.
21. Personal information shall be retained as long as reasonably necessary to enable participation in the Organization, to maintain accurate historical records and or as may be required by law.
22. Documents shall be destroyed by way of shredding and electronic files will be deleted in their entirety.
23. Personal information shall be protected by security safeguards appropriate to the sensitivity of information against loss or theft, unauthorized access, disclosure, copying, use or modification.

Access

24. Upon written request, and with assistance from the Organization, an individual may be informed of the existence, use and disclosure of their personal information and shall be given access to that information. Further, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.
25. Requested information shall be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
26. Individuals may be denied access to their Personal Information if the information:
 - a) Is prohibitively costly to provide.
 - b) Contains references to other individuals.
 - c) Cannot be disclosed for legal, security, or commercial proprietary purposes.
 - d) Is subject to solicitor-client privilege or litigation privilege.
27. Upon refusal, the Organization shall inform the individual the reasons for the refusal and the associated provisions of the Acts.

Compliance Challenges

28. An individual shall be able to challenge compliance with this Policy and the Acts to the designated individual accountable for compliance.
29. Upon receipt of a complaint, the Organization will:
 - a) Record the date the complaint is received.
 - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint.



- c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three (3) days of receipt of the complaint.
 - d) Appoint an investigator using the Organization's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel.
 - d) Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Organization.
 - e) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.
30. The Organization shall not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any director, officer, employee, trainer, contractor, and other decision-maker within the Organization or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:
- a) Challenges the Organization for its compliance with this Policy.
 - b) Refuses to contravene this Policy or the Acts.
 - c) Takes precautions not to contravene this Policy or the Acts; even though said precautions may be in opposition to the regular duties performed by the Individual.

_____ Director Name	_____ Signature	_____ Date
_____ Witness Name	_____ Signature	_____ Date