



Privacy Policy:

The Bruce Ski Club is committed to protecting the Personal Information of its members coaches, officials, volunteers, administrators, contract personnel, executive and board members.

PURPOSE

The purpose of this Policy is to ensure the protection of Personal Information gathered by the Bruce Ski Club.

PREAMBLE

The aim of the Bruce Ski Club Privacy Policy is to provide direction for how Personal Information will be collected, used, and disclosed within the Bruce Ski Club.

The Bruce Ski Club is subject to the **Personal Information Protection and Electronic Documents Act** (“the Act”) which sets out principles of fair information practices that in turn form ground rules for the collection, use and disclosure of personal information.

In accordance with the Act, the Bruce Ski Club is responsible for the protection of personal information and the fair handling of it at all times, both throughout the organization and in dealings with third parties.

Any volunteers, administrators, contract personnel, executive and board members of the Bruce Ski Club, or any individual approved by the Bruce Ski Club to handle any responsibilities involving the collection or use of Personal Information, are required to understand the nature and scope of and adhere to the Bruce Ski Clubs Privacy Policy.

References

This policy is adapted from Cross Country Ski Ontario’s (XCSO) Privacy Policy.
<https://xcskiontario.ca/wp-content/uploads/2017/01/13.-Privacy-Policy.pdf>

POLICY

1. This Policy applies to all categories of membership within the Bruce Ski Club’s Bylaws as well as all individuals employed by, or engaged in activities with, the Bruce Ski Club. Persons affected by this Policy include, but are not limited to, athletes, coaches,



officials, volunteers, administrators, contract personnel, executive and board members of the Bruce Ski Club.

2. Personal Information is recorded information about an identifiable individual. Examples of Personal Information are identified in the **Act**.
3. The Bruce Ski Club will comply fully with the principles and exceptions set out in the **Act**.

RESPONSIBILITIES

Collection

4. The Bruce Ski Club is responsible for maintaining and protecting all personal information that it collects.
5. Before or when any Personal Information is collected by or on behalf of the Bruce Ski Club, the Bruce Ski Club will identify the reason(s) for collecting the information and how it will be used.
6. The Bruce Ski Club requires an individual's consent to the collection, use and/or disclosure of Personal Information:
 - Before or when any Personal Information is collected by or on behalf of The Bruce Ski Club, or
 - When the reason(s) for collecting the information and/or how it will be used changes, or
 - When Personal Information is disclosed.
7. For an individual who is a minor, seriously ill, or mentally incapacitated, consent may be obtained from a legal guardian, or person having power of attorney.
8. Consent may be obtained in person, by phone, by fax, by mail, by email or by internet, or by any other reasonable method, whether express or implied.
9. The Bruce Ski Club will limit the information it collects to what is needed for specific purposes identified by the Bruce Ski Club at the time the Personal Information is collected.

Access to Personal Information

10. Personal Information may only be accessed by approved officials or employees, or by other persons designated as such by the Bruce Ski Club, and only to the extent necessary for the identified purpose(s).
11. Any individual that has provided Personal Information to the Bruce Ski Club shall have access to that Personal Information collected, used or disclosed by or on behalf of the Bruce Ski Club.
12. An individual may review, amend or update the Personal Information collected about him/her.



13. If the Bruce Ski Club refuses access to an individual to the Personal Information collected, the Bruce Ski Club will provide to the individual the reason(s) for the refusal and any recourse available.
14. Where possible, a response to a request for access to Personal Information by an individual will be made within 30 days of the request.

Limiting Use, Disclosure and Retention

15. The Bruce Ski Club will limit the disclosure of the Personal Information it has collected to the purpose(s) for which it was collected, unless the individual otherwise consents, or the use or disclosure is authorized by law.
16. Personal Information collected by or on behalf of the Bruce Ski Club will be retained only as long as necessary to satisfy the purpose(s) for which it was collected.
17. Any Personal Information collected by or on behalf of The Bruce Ski Club that is no longer required for an identified purpose, or a legal requirement will be destroyed, erased, or rendered anonymous in a manner that will prevent improper access.
18. Any the third party collecting Personal Information on behave of the Bruce Ski Club will be required to refer to the Bruce Ski Club any requests for access to or complaints about information provided.
19. When the Personal Information is no longer required by the third party, the third party will be required to either return the information to the Bruce Ski Club or dispose of it in a manner acceptable to the Bruce Ski Club.

Accuracy and Completeness

20. The Bruce Ski Club will make efforts to keep the Personal Information collected as accurate, complete and up-to-date as is necessary, considering the purpose(s) for which the information is collected and the interests of the individual.

Safeguards and Security Measures

21. Personal Information may only be stored, modified or deleted by approved officials or employees, or by other persons designated as such by the Bruce Ski Club.
22. Personal Information will be protected with Physical safeguards or Technological safeguards as required, where:
 - Physical safeguards refer to restricted physical access to the Bruce Ski Club storage facilities.
 - Technological safeguards refer to restricted file access, computer passwords, firewalls and file encryption procedures
23. Where possible, the Bruce Ski Club will use contracts or other agreements to ensure the protection of Personal Information that has been collected by a third party for use by the Bruce Ski Club.

