

Judo Saskatchewan

Privacy Policy



March 24, 2018

JUDO SASKATCHEWAN PRIVACY POLICY

1. Our Privacy Commitment

Judo Saskatchewan (Judo Sask) is committed to keeping personal information accurate, confidential, secure and private.

Based on the *Personal Information Protection and Electronic Documents Act* (PIPEDA), this Policy describes how **Judo Saskatchewan** adheres to the ten principles of privacy set out in PIPEDA. The Privacy Policy will outline the types of personal information we may collect and explains how we may use it and disclose it to others.

2. Information We Gather and Use – Collecting your Personal Information

This policy only applies to your personal information that we collect or use in relation to a commercial activity of **Judo Saskatchewan**. Personal information will be collected by **Judo Saskatchewan** to meet and maintain the highest standard of organizing, running, promoting and programming the sport of Judo. **Judo Saskatchewan** collects personal information of the nature and for such uses and purposes set forth below:

- Name, address, phone number, cell phone number, fax number and e-mail address for communicating information from **Judo Saskatchewan** relating to tournaments, events
- Athlete information including weight, age, gender, injuries, feedback from coaches and trainers, performance results, media relations, and components of team selection.
- Athlete whereabouts information including training times and venues, training camp dates and locations, travel plans and competition schedule
- Date of birth and athlete biography for media releases and to determine age group.
- Personal health information including provincial health card numbers (in very limited instances), allergies, emergency contact and past medical history for use in the case of medical emergency.
- Personal information reasonably necessary for purposes of determining suitability of team selection.
- Personal Information reasonably necessary for responding to emergencies at tournaments, training and other **Judo Saskatchewan** sponsored events.
- Personal information reasonably necessary to respond to your questions or concerns, as submitted by you;
- Personal information reasonably necessary to allow **Judo Saskatchewan** to provide such information reasonably required by Sask Sport, Judo Canada, the International Judo Federation (IJF), the Canadian Olympic Committee, Own the Podium and other government funded organizations for purposes of determining funding, sanctions, discipline and other purposes within the mandate of the foregoing organizations; and

- Personal information as permitted by, and to comply with, applicable legal or regulatory requirements.

The following activities are examples of when **Judo Saskatchewan** may require the collection or use of your personal information:

- collection of membership, registration or competition fees;
- organization of club activities;
- communicating with you about **Judo Saskatchewan** or related association or organization activities;
- compiling member statistics;
- compiling member, athlete or registration lists;
- providing member, athlete or registration lists or member discipline or suspension reports or histories to other sports organizations;
- participating in a dispute resolution process;
- communicating with members and athletes;

During the application process to become a **Judo Saskatchewan** member, or to renew your membership with **Judo Saskatchewan**, you may have provided us with written consent respecting the collection, use and disclosure of your personal information. This Privacy Policy is intended to supplement, and does not replace or modify any such written consent previously provided.

You have a choice whether to provide us with the personal information requested. In our operations, however, your decision to withhold the requested personal information will limit the services, association or membership we are able to provide you. In some cases, we may not be able to enter a relationship with you.

Judo Saskatchewan maintains a contact history for each member.

The information we ask you to provide varies with the circumstances of your activity or the service you request such as:

General Inquiry

For general inquiries on our organization, you may need to provide limited information such as your name, contact address or contact number. This will allow us to contact you about your interest in **Judo Saskatchewan**.

Judo Saskatchewan Service

You may need to call Judo Saskatchewan to make an inquiry as to your standing as a member or your activities within the organization. In such instances, we will ask you to provide, at minimum your name.

Athlete Participation

We may be required to provide certain personal and statistical information regarding athletes for the

purposes of competitions or rankings.

We may use the personal information you provide to us to:

- communicate with you
- provide you with the information you have requested
- provide statistical information and results for competitions and events
- advertising or promotional activities

With your consent, we may also send you information about other activities in which we believe you would be interested. We want to assure you that we only use your personal information for the purposes that we have disclosed to you.

Most of the information we retain about you consists of your membership and competition record.

3. With Whom We May Share Your Information

a) Related Associations and Organizations

Judo Saskatchewan and its employees and volunteers are all governed by our policies and procedures to ensure that your information is secure and treated with the utmost care and respect. To enable you to benefit from our full range of activities and benefits, we may share information with other **Judo Saskatchewan** affiliates or related organizations that perform services on our behalf or provide services to you. For example: Judo Canada

b) Employees and Volunteers

During daily operations, access to private, sensitive and confidential information is restricted to authorized employees or volunteers who have a legitimate purpose and reason for accessing it. For example, when you call or e-mail us, our designated volunteer or employee will access your information to verify that you are the member and to process your requests.

All our employees and volunteers are required to abide by the privacy standards we have established. Unauthorized access to and/or disclosure of member information by an employee or volunteer of **Judo Saskatchewan** is strictly prohibited. All employees and volunteers are expected to maintain the confidentiality of personal information always and failing to do so could result in appropriate disciplinary measures, which may include dismissal or termination of volunteer activities.

c) Other

We do share personal information of our members in the following circumstances:

- i) When required by law - There are some types of information that we are legally required to disclose. We may also be required to disclose information regarding a legal proceeding or court order to authorities. Only the information specifically requested by legitimate

authorities will be disclosed;

- ii) When permitted by law - In certain other situations we may be required to disclose personal information, such as when returning a cheque due to insufficient funds or when dealing with a legal matter that concerns your membership or activities within Judo Saskatchewan;
- iii) When disclosure is clearly in your best interests, as determined in the sole discretion of **Judo Saskatchewan** and consent cannot be obtained in a timely manner;
- iv) Where the information is in the public domain;
- v) To collect a debt owed to **Judo Saskatchewan**; and
- vi) In cases of emergency.

Judo Saskatchewan may disclose the following kind of personal information about you:

- a) Information we receive from you on your application and other forms you submit to us or communications between us, including by writing, by telephone, by fax or by electronic format. This information includes, for example, your name, your address, and telephone number.
- b) Information about your dealings and relationship with us and our related associations and organizations. For example, this information includes your membership status and athletic activities.

We may also disclose the same kind of personal information described above with respect to our former members.

4. How we Safeguard your Information

At Judo Saskatchewan, we do our best to protect the privacy of our members.

We will ensure that the security of information held in our possession will be at a level that complies with PIPEDA.

5. Internet Websites

We do not monitor individual use of our website at www.judosask.com. We do however monitor activities on the website to improve its functionality. This information does not contain personal information, beyond what is needed for contact purposes, and is not permanently stored for future use.

6. Verifying Your Information

At **Judo Saskatchewan** decisions that directly impact you are made based on the information we have about you. Therefore, it is important that your personal information is accurate and complete.

As a member, athlete, or volunteer, you have the right to access, verify and amend your personal information held by us.

7. Accessing your Personal Information

Judo Saskatchewan will provide, upon a written request, your personal information held by **Judo Saskatchewan**. Any discrepancies in information will be amended as required. An individual may be denied access to his or her personal information in accordance with applicable laws.

8. Withdrawing Consent

Upon becoming a member of Judo Saskatchewan, participating in activities arranged or sanctioned by us, you consent to our use, collection, verification and disclosure of your personal information in accordance with this Policy. You may at any time withdraw your consent for your personal information to be used for certain purposes. A withdrawal of consent must be in writing and must be sent to us registered mail to the address listed below. If your consent is withdrawn, this may restrict our ability to assist you or to extend membership privileges.

In Summary

We take our responsibility to respect and protect the confidentiality of your personal information very seriously. For more information about our commitment to protect the privacy and confidentiality of your personal information or to express any concerns you may have, please write to:

Judo Saskatchewan
Box 1464
Warman, SK S0K4S0

Schedule “A” to [PSGB] Inc. Privacy Policy

Principle 1 -- Accountability

An organization is responsible for personal information under its control and shall designate an individual or individuals who are accountable for the organization's compliance with the following principles.

Principle 2 -- Identifying Purposes

The purposes for which personal information is collected shall be identified by the organization at or before the time the information is collected.

Principle 3 -- Consent

The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except where inappropriate.

Principle 4 -- Limiting Collection

The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.

Principle 5 -- Limiting Use, Disclosure, and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

Principle 6 -- Accuracy

Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

Principle 7 -- Safeguards

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

Principle 8 -- Openness

An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

Principle 9 -- Individual Access

Upon request, an individual shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Principle 10 -- Challenging Compliance

An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals accountable for the organization's compliance.

