



## Niagara-on-the-Lake Skating Club – Policy and Procedure

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### **Privacy Policy**

**Document Classification:** Policy

**Related Procedure:** Skate Ontario SR-8 Privacy Policy, Skate Canada Privacy Policy, NOTLSC Confidentiality Policy

**Document control:**

Implementation	Date: December 1, 2023
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Next review by board	Date: December 1, 2026

**Policy purpose:**

The Niagara-on-the-Lake Skating Club (NOTLSC) respects and protects all NOTLSC members' privacy.

**Policy Scope:**

This policy provides information to all members regarding the NOTLSC privacy procedures, as it pertains to membership, collection of information, and web site.

**Policy statement:**

It is the policy of the NOTLSC not to sell, exchange, and loan or make available to other organizations any personal information that you have provided us. NOTLSC will keep all personal information confidential and will have safeguards to protect that information whether in print, electronic or other form. NOTLSC will make available to you upon request, your personal information that we have on file and will correct, amend or delete information at your request.

**Personal information and Purpose of Collection:**

The Personal Information Protection and Electronic Act (PEPEDA) governs privacy of information.

Personal information is the information that relates to you as an individual. Personal information does not include business information, such as business address or telephone number.

NOTLSC will collect personal information required to register members with Skate Canada in any capacity including, without limitation, as a Skate Canada registrant, coach or in connection with your affiliation with a skating club or school and to administer various services such as Skate Canada events.

All personal information submitted online or by any other method will be subject to the NOTLSC privacy policy, Skate Ontario privacy policy, and Skate Canada privacy policy. Information in your member account is stored by Uplifter Inc.

NOTLSC collects personal information from participants, coaches', officials, contractors, employees and volunteers for the purpose that include but are not limited to the following:

1. Registration for programs activities and events; purchasing equipment and other products.
2. Receiving communications from the NOTLSC in regards to fundraising, programs, events and activities.
3. Determining eligibility, age group and appropriate level of play/competition.
4. Award nominations, biographies, published articles and media relations.
5. Data to determine level of certification, coaching qualifications and coach selection for programs.
6. Scores and ranking of athletes for record keeping, publishing, competing and identifying athletes.
7. Names, ages and signatures for the purpose of participant agreements, permission where medical treatment is concerned, and collection of waivers.
8. Names and contact information for the purpose of communication within and between board committees and volunteers.
9. Emergency contacts, medical history for use in the case of medical reports relating to medical or emergency issues and managing insurance claims.
10. Determine membership demographics and programming needs.

### **Consent**

Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use and disclosure of the personal information. By providing personal information to the NOTLSC, individuals are consenting to the use of information for the purposes identified in this policy and the NOTLSC will take into account the sensitivity of the information.

### **Limiting Use, Disclosure and Retention**

Personal information will be collected fairly, by lawful means and not used or disclosed by NOTLSC for purposes other than those for which it was collected and will not use any form of deception to obtain information.

Information may be forwarded to volunteers of the organization (such as committee members, Board of Directors), local organizing committees, competition officials, Skate Ontario, Skate Canada or Coaches Association of Ontario or other parties with whom the NOTLSC deals.

Personal Information will be retained for certain periods of time in accordance with the following:

1. Program registration data and athlete information will be retained indefinitely for the sake of historical record and tracking purposes.
2. Registration data for programs, clinics, and competitions may be retained indefinitely after the event for record purposes.
3. Employee information will be retained for a period of seven years in accordance with revenue Canada requirements.
4. Personal health information will be immediately destroyed when an individual chooses to leave the skating program.

5. As otherwise may be stipulated in the federal and provincial legislation

### **Employee and Volunteer Commitment**

Employees and volunteers are committed to respecting the personal information we hold in our files. Volunteers, coaches etc. who receive personal information in order to carry out the work of the organization will be notified with regard to the safekeeping of such information.

### **Security**

Electronic records are subject to limited access by authorized personnel who must use passwords and other security measures. Printed records with personal information are subject to physical protection such as cabinets accessible to authorized personnel.

### **Website**

We take steps to respect and protect your privacy when you visit our website: [www.notliskatingclub.com](http://www.notliskatingclub.com). NOTLSC does not collect personal information such as names, ages, phone numbers, addresses or email addresses from visitors to our web site. We automatically collect generic, non-personal information about visits to our site. This data is in aggregate form and not recorded or stored about individual visitors. The use of cookies is an internet standard. We do not use cookies to retrieve personal data from your computer or to obtain your email address or other personal information. The information on the website is provided as a resource to those interested in skating.

Links to other internet sites made available through the NOTLSC website are not under the control of the NOTLSC, and are provided for your convenience only. Our website is controlled by NOTLSC in Ontario and the laws of Ontario will govern this site.

### **Access to Information**

Upon written request and with assistance from NOTLSC, an individual may be informed of the existence, use and disclosure of their personal information and will be given access to information. Requested information will be disclosed to the individual, at nominal cost related to photocopying, within thirty business days of receipt of the written request to: Chairperson - Governance, Niagara on the Lake Skating Club, Box 136, Virgil, ON, L0S 1T0.

### **Contact Us**

If you have questions or comments about our policy or about the personal information we have about you, you may contact us and we will do our best to answer your questions. Our Chairperson - Governance can be reached at the above address. If, having shared your concerns with us, you are still not satisfied you may file a complaint with the Privacy Commissioner of Canada by telephone (1-800-282-1376) or write to 112 Kent Street, Ottawa, Ontario, K1A 1H3.

***Document History:***

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*Reviewed February 27, 2025*

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