



TAEKWONDO CANADA

Policy

Privacy

613-695-5425 | info@taekwondo-canada.com | taekwondo-canada.com

House of Sport, 2451 Riverside Drive, Ottawa, Ontario, K1H 7X7

Revision History

Approved/Reviewed/ Revised/Rescinded	Date	Comments

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Taekwondo Canada has created this Privacy Statement in order to demonstrate our firm commitment to collecting, using and disclosing personal information responsibly. The principles in this Privacy Statement have been built upon the values set by the Canadian Standards Association's Model Code for the Protection of Personal Information and Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA"). It should be noted that although not-for-profit organizations, like Taekwondo Canada (TC), are generally not regulated under PIPEDA, TC has adopted this Privacy Statement and the policies discussed herein as a prudent measure to ensure the privacy of the personal information that we collect.

PERSONAL INFORMATION

Personal information is information about an identifiable individual and includes information relating to personal characteristics (e.g., gender, age, income, address, phone number, ethnicity, race, family status), health (e.g. health history, health conditions, health services received) or personal beliefs and views (e.g. religious beliefs, political views).

COLLECTION OF PERSONAL INFORMATION

Taekwondo Canada collects personal information from its members, including without limitation, its players, coaches, managers, team staff, and volunteers, in order to offer services to its members. This information is collected by means of our registration system, historical participation records, and website activity logs.

Taekwondo Canada may collect the following types of personal information:

- Contact information (name, date of birth, address, telephone number, e-mail)
- Emergency contact information (name, address, telephone number, e-mail)
- Health information relating to the safety of the member
- Taekwondo experience
- Interests and preferences with respect to member services
- Financial information, including credit card information for registration for programs, services or goods
- Various website activity including IP address and online activity

(Please note that Taekwondo Canada's website may use a browser feature called a "cookie" to collect information about you and your use of Taekwondo Canada's website. Cookies are small data files that a website writes to your hard drive when you visit in order to "track" your visit.

On their own, cookies cannot be used to disclose the individual identity of any site user. Cookies identify only your browser, but not your identity, to our servers when you visit Taekwondo Canada's website. If you opt not to accept cookies, you may not be able to use some of the features on Taekwondo Canada's website.)

For volunteers: screening information, including Criminal Record Check or Vulnerable Sector

SCREENING

In addition, we may also collect, use and disclose personal information when required or permitted by law.

TAEKWONDO CANADA PRIVACY STATEMENT

Use of Personal Information

When you make a decision to register a participant, to register for a camp, or to register for a tournament or any other club event, TC will use your personal information to process your order. We will also send you e-mails to

confirm your order, and we may need to contact you via phone, postal mail or e-mail if we have other questions regarding your application. In addition, you will be automatically signed up to receive e-mail updates about TC. We also collect personal information for the following purposes:

- Registration information is used to allow TC to communicate better with our members (e.g. through newsletters). The information collected during registration enables us to give e-mail subscribers current information updates regarding TC activities.
- Limited personal information is shared with our governing bodies, as required (e.g. Sport Canada)
- Limited personal information is shared with our insurer relating to our insurance coverage
- Personal information is used to organize and select teams for programs and other purposes within the mandate of TC
- Personal information is disclosed to staff and directors of TC

TC will not require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose and will only share the minimum amount of information required to fulfill the specified purpose.

Website Links

TC's website may contain links to other sites. TC does not screen our partner links. Please be aware that TC is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every website that collects identifiable information. This Privacy Statement applies solely to information collected by TC.

Consent

Your provision of personal information to us means that:

- (a) you agree and consent that we may collect, use and disclose your personal information for the purposes described in this Privacy Statement;
- (b) you or your representatives are authorized to provide us with your personal information. Should you choose not to provide us with required personal information that is requested, we may not be able to provide certain services; and
- (c) you acknowledge and consent that TC may retain service providers to perform certain services and that in the event that a service provider is located in the United States or another jurisdiction, personal information may be processed and stored in that jurisdiction, and that foreign courts or law enforcement or regulatory agencies may be able to obtain disclosure of personal information through the laws of those jurisdictions.

You have the right to withdraw your consent for TC to process your personal information; however, this may limit our ability to provide certain services. TC will collect explicit consent from you prior to using or disclosing your personal information for new purposes.

How we Safeguard Your Information

We use security standards and safeguards appropriate to the sensitivity of the personal information collected in an effort to ensure that your personal information is protected against unauthorized access, disclosure, theft, copying, use or modification. These safeguards include, without limitation, locked filing cabinets, restricted access to offices, and technological measures including the use of passwords, encryption and firewalls.

Confidentiality

TC may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. Your personal information (e-mail, name, address, telephone number) is not transferred to the third party. Your information will never be sold, rented, loaned or made available in any manner to any third party.

If you provide us with your postal address, you may receive periodic updates from us with information on upcoming events. If you provide us with your telephone number and/or email address, you may receive telephone or email contact from us with the information regarding upcoming events. We will not share any information you give us with anyone outside of TC except when required by law or court order, or where you have provided your prior written consent. It should also be noted that all employees of TC sign a confidentiality agreement yearly where they agree to uphold confidentiality relating to all TC business operations and personal information.

Accessing and Amending Your Information

You have the right to be informed of the existence, use and disclosure of your personal information, to access your information, and to challenge the accuracy and completeness of the information and have it amended as appropriate.

To obtain access to your records you must make a written request. Please describe the records you are requesting, being as specific as possible so that we can ensure our response meets your needs. We will respond to your request within thirty (30) business days or we will notify you of the need for additional information or the reasons why your access has been denied.

To help us keep your personal information up-to-date, we encourage you to change, update, or amend inaccuracies and make corrections as often as necessary. To make a change or update to your personal information, you may do the following:

1. Submit a request in writing where our staff will be available to receive your request for a change in your personal information.

Revisions and Updates

The terms in this Privacy Statement are subject to updates and revisions from time to time. TC encourages you to periodically review this Privacy Statement to remain informed about how TC is protecting your personal information.

CONTACT US

If you have any questions or concerns about this Privacy Statement or the information in this statement, please contact:

Dave Harris, Executive Director
Taekwondo Canada
ed@taekwondo-canada.com
519-859-7410

If you would like more information on PIPEDA, please refer to the website of the Office of the Privacy Commissioner of Canada at www.privcom.gc.ca.