

**Privacy Policy****Document Classification:** Policy**Associated Documents:** None**Document control:**

Implementation	Date: July 2022
Next Review by Board	Date: July 2023

**POLICY purpose:**

This policy provides the board of directors and committee members with guidelines for the privacy practices of the club.

**POLICY scope:**

This policy applies to the board of directors and committee members of the Rideau Skating Club.

This policy is presented for acceptance at the time of registration.

**POLICY statement:**

Rideau Skating Club values the privacy of our club members.

**Collection and Use of Information**

- Rideau Skating Club limits the information we collect about our members to facilitate club business or to comply with legislation.

**Accuracy**

- We rely on our members to ensure that the information we have on file is accurate and complete.
- Members can review their current information within their club account and modify it as needed.

**Retention of Information**

- Rideau Skating Club does not store any credit card number and security information on-line or on our website ([www.rideauskating.ca](http://www.rideauskating.ca)).

- Rideau Skating Club does retain membership information for statistical purposes and to assist with future season planning

### Release of Information

- Rideau Skating Club does not sell, rent or exchange identifiable client information with any third party except as required to register skaters with Skate Canada.

### Protecting Your Information

Sensitive and personal information is kept secure and strictly confidential.

- Our website maintains appropriate safeguards and security measures and we retain your information only for the duration that is required for the purposes previously stated.
- Only the committee members and administrative staff involved in data processing have access to this data.

### Privacy Policy Appendix A: Notice of Collection Statement

Your privacy and the protection of your personal information is important to us. Your personal information is required to register you 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 skating school and to administer various services, such as Skate Canada events. Your personal information may also be exchanged with Skate Canada affiliates which includes your local skating club or skating school or provincial association or section. By accepting this policy, you expressly provide your consent to the sharing of your personal information with Skate Canada and as described herein for purposes of registration and receipt of national services delivered by Skate Canada. We adopt the 10 Fair Information Principles into our privacy program, and employ reasonable measures to protect against unauthorized access, processing, disclosure, alteration, destruction or loss of your personal information. See [Skate Canada's Privacy Policy](#) for more details.