



Member Privacy Policy

Effective: May 1, 2003

See Also: Minor Member Privacy Policy

1. Accountability

The **Skate Canada: Alberta – NWT/Nunavut Association** is responsible for the information under its control, and has designated an individual or individuals who are accountable for our compliance with the principles of the federal *Personal Information and Electronic Documents Act*.

2. Knowledge and Consent

The **Skate Canada: Alberta – NWT/Nunavut Association** informs members, in advance, about the collection, use, disclosure, retention and disposal of personal information.

3. Collection of Information

The collection of personal information will be limited to that which is necessary for the purposes identified by the **Skate Canada: Alberta – NWT/Nunavut Association**, and all information will be collected by fair and lawful means.

4. Use, Disclosure and Retention

Personal information is not used or disclosed by the **Skate Canada: Alberta – NWT/Nunavut Association** for purposes other than those for which it was collected, except with the expressed consent of our members or as required by law. The **Skate Canada: Alberta – NWT/Nunavut Association** will only use and disclose personal information about members to unrelated third parties after the member has been informed in advance of such use and disclosure, and has provided consent. Personal information is retained only as long as is necessary for the fulfillment of those purposes or as required by law.

5. Photos

Permission must be granted by the subject for use of photos on the **Skate Canada: Alberta – NWT/Nunavut Association** website and in the newsletter, *In The Loop*. Commercially taken photographs must have the photographer's credits appearing where applicable.

6. Accuracy

The **Skate Canada: Alberta – NWT/Nunavut Association** endeavors to maintain accurate record keeping procedures. Members are encouraged to provide accurate information and update their information as necessary.

7. Safeguards

The **Skate Canada: Alberta – NWT/Nunavut Association** has developed procedures to safeguard members' personal information. This includes protecting the access to, use, disclosure, retention and disposal of information.

8. Member Access

Upon request, any member will be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. The **Skate Canada: Alberta – NWT/Nunavut Association** remains flexible in responding to changing member needs and expectations regarding privacy as our service continues to evolve.