



Privacy Policy

Statement of Policy

Personal Information necessary for Yellowknife Ski Club (“The Club”) events, programs and activities is collected, used, maintained, disclosed, protected and disposed of according to the consent of Club members, and the law.

The Club will collect such Personal Information as is reasonably necessary for Club events, programs and activities and the Club will reasonably ensure accuracy, privacy and security of Personal Information.

Principles

In carrying out its responsibilities, the Board shall adhere to the following principles:

Privacy – The Club respects the privacy of its members, and others with whom it interacts.

Necessity – The Club will collect all Personal Information necessary to safely and optimally carry out its operations, and no more, and the Club will retain that Personal Information so long as it is required.

Provisions

1. Purposes of Collection and Use

- (a) The Club will collect and use Personal Information from its members that directly relates to, or is necessary for a Club program or activity and may collect, use and/or disclose Personal Information in order to:
- i. Register Club members;
 - ii. Collect dues;
 - iii. Register members for Club events, activities and programs;
 - iv. Post lists of participants, volunteers and officials for Club programs and activities;
 - v. Send out Club newsletters and announcements to members;
 - vi. Collect necessary, relevant medical information for safety purposes;
 - vii. Contact appropriate people in case of emergency;
 - viii. Obtain consent of guardians for their children to participate; and,
 - ix. Protect the Club and its members, agents or employees from legal liability.

Yellowknife Ski Club – Privacy Policy

2. Consent to Collection, Use and Disclosure

- (a) Each applicant for Club membership or participation in a Club program event or activity must give informed consent to the collection, use and disclosure of Personal Information in accordance with purposes stated in the Privacy Policy and any additional purpose stated or obvious at the time consent is given as follows:
- i. Each applicant named in an application who is capable of giving consent must give consent by signing the application, whether in person, electronically, or by any other reasonable method.
 - ii. A guardian of any minor applicant named in the application who is incapable of giving consent, must give consent by signing the application on behalf of the minor.
- (b) An individual is deemed to consent to the Club's collection, use and disclosure of Personal Information if, at the time of deemed consent, the purpose for collection, use or disclosure of Personal Information would be obvious to a reasonable person and the individual voluntarily provides the information to the Club for that purpose.

3. Permitted Collection, Use and Disclosure

- (a) In order to operate the Club and manage the Club programs and activities, the Club may disclose Personal Information to Club executives, leaders and volunteers who are familiar with and obligated to follow the Privacy Policy.
- (b) The Club may disclose such Personal Information to the Northwest Territories Ski Division and the Northwest Territories Biathlon Association as is necessary to meet their membership requirements and the Club will take responsible steps to seek privacy protection of such Personal Information by those organizations.
- (c) The Club may collect, use or disclose Personal Information to Club executive, leaders, volunteers, paramedics, appropriate medical and emergency personnel, next of kin, family members, or friends of members as may be reasonably necessary to manage medical or emergency conditions, or protect life, health, security or safety.
- (d) The Club may collect, use or disclose Personal Information without express consent if:
- i. The collection, use or disclosure is in the clear interest of an individual and the individual's consent cannot be obtained in a timely way;
 - ii. The collection, use or disclosure is necessary for medical treatment of an individual who does not have the legal capacity to give consent; or,

Yellowknife Ski Club – Privacy Policy

- iii. The use is necessary to respond to an emergency that threatens life, health or security of an individual.
- (e) The Club may collect, use or disclose such Personal Information as may be reasonable necessary to:
- i. Protect the Club or members from legal liability;
 - ii. Protect the Club or members from fraud;
 - iii. Investigate a breach or anticipated breach of law;
 - iv. Enforce the Club's legal rights;
 - v. Comply with the law, including giving compellable evidence; or
 - vi. Obtain legal advice.

4. Restrictions on Collection, Use or Disclosure

The Club will not collect, use or disclose an individual's Personal Information except with the informed consent of the individual for the purposes it was collected.

- i. The Club will not disclose Personal Information to Club members except in accordance with the Privacy Policy.
- ii. The Club will not disclose Personal Information to third parties for promotions, solicitations, advertising, marketing, or commercial purposes.
- iii. The Club will not contact members except to facilitate or promote Club goals, programs and activities.
- iv. The Club will only retain Personal Information collected by or on behalf of the Club as long as necessary to satisfy the purposes for which it was collected. Any Personal Information collected by or on behalf of the Club that is no longer required for an identified purpose or a legal requirement will be destroyed, erased or rendered anonymous in a manner that will prevent improper access.

5. Accuracy

The Club will make efforts to keep the Personal Information collected as accurate, complete and up-to-date as is necessary, taking into account the purpose(s) for which the information is collected and the interests of the individual.

6. Storage

The Club will take reasonable steps to securely maintain and protect the Personal Information that it collects.

Yellowknife Ski Club – Privacy Policy

Scope and Authority

This Policy applies to all Directors, Members, event participants, officials, volunteers, coaches, and any employees of the Club that collect, retain or use Personal Information on behalf of the Club. The Registrar is accountable for ensuring compliance with this Policy.

Prerogative of the Board

Nothing in this Policy shall in any way be construed to limit the prerogative of the Board to make decisions or take action respecting the Yellowknife Ski Club outside the provisions of this Policy, in appropriate circumstances.

History

This Policy was adopted by the Board on January 8th, 2013.