



Archery Nova Scotia

ANS Policy 2013-14: Policy on Privacy

This policy is adopted from the Archery Canada Privacy Policy and has been reviewed and revised by the executive committee on 2013/08/27.

Effective January 1, 2004, the Government of Canada implemented the last phase of the Personal Information Protection and Electronic Document Act (PIPEDA). PIPEDA was created to ensure all Canadians' basic right to privacy is upheld.

We at the Archery Nova Scotia (hereinafter referred to as ANS) are dedicated to keeping your personal and financial information in strict confidence.

As technology continues to change, ANS will always protect your privacy.

Before or when ANS collects information about you, ANS will explain how it is intended to be used. Unless law requires ANS, will not use or disclose any personal information that has been collected. Once ANS has received your consent and unless your information requires amendments, it will be kept on file and will not be used or disclosed to anyone not directly pertaining to ANS's programmes and services. In order to safeguard your personal information, ANS may require you to provide sufficient identification information to permit us to authorize access to your file. The information ANS asks of you is information that refers to you specifically that may include the following:

Name Mailing address

Business & Home Phone number Fax number

Emergency contact name and phone number Email address

Passport number Visa numbers if applicable

Date of Birth (for tournament registration purposes)

Credit card number

ANS will use the above-mentioned information to communicate with you and to process your requests. Your information may be sent to a third party such as a hotel, organizing committee, supplier, the Canadian Centre for Ethics in Sport, or ANS's travel agency allowing ANS to complete your travel itinerary. ANS will do its utmost to ensure that these companies and contacts also have privacy policies in place prior to releasing such information to them. ANS will make every effort to ensure that your personal information is as accurate, complete and up-to-date as is necessary for the purposes for which it was collected. If you need to have your information amended, please contact the ANS office directly.

ANS does not provide or sell its membership lists to any outside company for use in marketing or solicitation.

Only ANS employees are granted access to personal information about our members.

ANS and employees are not responsible for the content or the privacy policies of other websites to which ANS's site may be linked.

Although ANS will endeavor to link only to sites with high privacy standards, ANS's policy will no longer apply once you leave ANS's website.

ANS suggests you examine the privacy statements of those sites to learn how your information may be gathered and disclosed.

CLIENT CONSENT FORM

I, _____, authorize the ANS access to my personal information allowing them to provide me with my requested programmes and services. I also acknowledge that my personal information may have to be provided to a third party in order to complete my request.

Before or when ANS collects information from me, ANS will explain how it intends to use this information. Unless required by law, ANS will not use or disclose any personal information that has been collected without documenting the new purpose and obtaining my consent.

I would also like to authorize the following people to access my file. (Check off the following please)

- 1 - _____ Membership database supervisor
- 2 - _____ Accounting personnel
- 3 - _____ Team leader/coach/mission staff

Signature: _____

Print Name: _____

Date: _____